



## 2026 Call for Speakers

### FAQ's for ACMP Conference & Webinar Speaker Application Process

**1. Where can I find the Submission Form?**

- a. [Speaker Submission Page](#)

**2. Can I submit supplemental material for my proposal?**

- a. In order to keep the time commitment for the volunteer reviewers to a minimum, it is necessary to limit the proposal content to the fields provided. Additional documentation will not be accepted.

**3. Do I have to complete my proposal in one sitting? Does the speaker proposal have to be completed in a single time period/one session?**

- a. No, you may start your application, save, and return to complete it at a later time.

**4. What is the deadline to submit education session proposals?**

- a. The deadline date for the ACMP 2026 Call for Speakers is October 16 at 11:59 PM PDT.

**5. What are the selection criteria for education session proposals?**

- a. Submissions will be reviewed and scored in the following areas:
  - i. Thoroughness: The application must be received by the deadline. Only those providing a complete submission form will be reviewed.
  - ii. Content: Is the topic relevant to the profession? Does it convey ideas solidly and have a 'takeaway' for the attendees? Is the topic, description and learning objectives advanced, relevant, and cohesive?
  - iii. Speakers: Speaker knowledge and experience, presence, and professionalism.
  - iv. Presentation Style/Format: will this topic fit the Webinar format, while remaining engaging and interesting?

**6. What are the different session style options for the events?**

- a. **Participatory Lecture**: One or two presenters sharing information with the audience. Presenters are expected to involve the attendees in interactive activities.
- b. **Workshop**: Interactive session with the attendees working through specific practical exercises.
- c. **Panel**: Thought leaders share their views on topical issues or trends affecting the profession. Heavy emphasis on the Q&A.
- d. **Case Study**: Presenter leads discussion on a real-life business issue. They will describe

the strategy used during the planning phase, the development process, and the results. Attendees should be able to understand how to apply the knowledge in their own business setting. Presenters are expected to involve the attendees in interactive activities including open Q&A.

- e. **Ted-Style Talk:** Short, concise, and informative presentation with a narrow focus. It should tell a story and engage the audience with constructive imagination. No more than 45 minutes of presentation/content. Followed by Q&A time.
- f. **Simulation:** Interactive session simulating a process or using a tool.
- g. **Podcast style:** Primarily recorded sessions but could be live interview style session. Focus on audio rather than visual presentation. Conversational rather than lecture-based.
- h. **Webinar:** Webinars are offered once to three times per month and are available to ACMP Members. Webinars take place at 12:00 PM – 1:00 PM ET, or 6:00 PM – 7:00 PM ET. All webinars are 60 minutes total in length. There will be 5-7 minutes of ACMP housekeeping items and introductions from the webinar host. This leaves approximately 50-55 minutes for the presentation and questions. It is recommended that you leave 5-10 minutes at the end of the presentation for questions. If a member is unable to join the webinar live, we make the recording and associated handouts available in our resource center so that all members will have access to them even if their schedule or their time zone did not allow them to participate live.
- i. **Other:** Please provide details in your Session Outline and Interaction Plan

**7. How long will the proposal process take?**

- a. Sessions will be reviewed by members of the Events Programming Committee and Digital Learning and Collaboration Committee. You can expect feedback on your submission by the date listed in your submission confirmation email.

**8. Beyond presenting an education session are there any additional requirements for speakers?**

- a. **In-person and virtual event requirements:**
  - i. Personal speaker coaching and speaker training webinars are required for all session speakers. Exact date TBD by event.
  - ii. Speakers will need to attend orientation and training to receive tips on how to be successful in their ACMP experience.
  - iii. Speakers are expected to use social media to promote the ACMP event and their own presentation. A Speaker Resource folder may be provided to assist in promoting your participation.
  - iv. [Click here](#) for the Speaker Agreement Terms and Conditions. Failure to comply to the terms and conditions will result in their being removed from the schedule and ineligibility to apply for speaking opportunities at future ACMP conferences, education events, and/or webinars for a period of two years.
- b. **Webinar requirements:**
  - i. Webinar Speakers will need to attend a training session prior to their webinar to receive go over the webinar platform Zoom, introduce them to the webinar host, and go over what to expect the day of the live session.
  - ii. Speakers are highly encouraged use social media to promote their ACMP Webinar. ACMP will create and share a post promoting the webinar across social media platforms about a week prior to the webinar. Speakers are again

encouraged to reshare this post on their social media accounts.

- iii. [Click here](#) for the Webinar Speaker Agreement Terms and Conditions. Failure to comply to the terms and conditions could result in a speaking opportunity being cancelled and your ineligibility to apply to speak at future ACMP Conferences or ACMP Member Webinars for a period of two years.

**9. What additional information should I expect to provide prior to submitting my proposal?**

- a. Our reviewers have expressed a desire to know more about the proposed speakers. ACMP strongly encourages you to have your speaker information complete. Speaker information must include:
  - i. Brief speaker bio(s)
  - ii. Complete contact information for all speakers
  - iii. Headshot (high resolution image at least 300 pixels – in one of the following formats: .jpg, .jpeg, or .png only)
  - iv. Engagement plan/session outlineRefer to the submission portal for a review of the information required.

**10. Who can I talk to if I have additional questions?**

- a. We would be pleased to speak with you and walk you through the process. Please contact the ACMP Meetings Team at: [conference@acmpglobal.org](mailto:conference@acmpglobal.org).