



2027 Call for Speakers

FAQs 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 2027 Call for Speakers is **Wednesday, September 30, 2026 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:
 - o **Thoroughness:** The application must be received by the deadline. Only those providing a complete submission form will be reviewed.
 - o **Content:** Is the topic relevant to the profession? Does it convey ideas solidly and have a 'takeaway' for the attendees? Are the topic, description and learning objectives relevant, and cohesive? Does the proposal demonstrate practical application, appropriate evidence or sources where relevant, and alignment with the ACMP Standard?
 - o **Speakers:** Speaker knowledge and experience, certification, presence, and professionalism.
 - o **Presentation Style/Format:** will this topic fit the session or Webinar format, while remaining engaging and interesting?



- **Overall Program Fit:** Proposals may also be considered in relation to topic coverage, audience/skill level, format, global representation, and the overall balance of the educational program.

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 twice per month and are available to ACMP Members. All webinars take place at 9:00 AM, 12:00 PM, or 5:00 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 53–55 minutes for the presentation and questions. It is recommended that you leave at least 5 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 are reviewed by the Education Program Committee (EPC) on a rolling basis. Because submissions are considered across multiple events over several months, review timelines vary. You'll be notified once a decision has been made regarding your submission.

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

a. Yes, in-person and virtual event requirements:

- i. Speakers will need to connect with their Speaker Liaison ahead of the session to walk through presentation flow, timing, and any final details — the liaison (who also serves as moderator) will reach out to coordinate.
- ii. Virtual Event Speakers will need to attend a 30 minute tech check session prior to their session to go over the webinar platform Zoom, introduce them to the host, and go over session flow. reach out to coordinate.
- 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. Potential Masterclass Speakers may be asked to complete an interview, prior to selection.
- v. [Click here](#) for the Speaker Agreement Terms and Conditions. Failure to comply to the terms and conditions will result in you being removed from the schedule and ineligible to apply for speaking opportunities at future ACMP conferences, education events, and/or webinars for a period of two years.

b. Yes, webinar requirements:

- i. Webinar Speakers will need to attend a 30 minute tech check session prior to their webinar to go over the webinar platform



Zoom, introduce them to the webinar host, and go over session flow.

- ii. Speakers are highly encouraged to 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 for speaking 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 outline. Refer to the submission portal for a review of the information required.

10. Are there any rules about using AI-generated content in my presentation?

- a. Yes. ACMP supports the responsible and transparent use of AI in presentations. If you include AI-generated images, visuals, or substantive text, please provide clear attribution directly on the slide where the content appears. Attribution should be concise (e.g., "AI-generated image" or "Created with AI assistance") and visible to attendees. If AI-generated content is central to your presentation, we also encourage a brief verbal acknowledgment or a general disclosure slide. Speakers remain responsible for the accuracy, originality, and appropriateness of all content presented.

11. 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.