



**Annual Conference - Speaker Application**  
**Marriott Copley Square, Boston, Massachusetts**  
**May 21-23, 2018**

BFMA is looking for dynamic, innovative forms and business process professionals to share their knowledge and/or experiences at our annual conference. We are interested in success stories, case studies and “how to”.

**Why you should speak at our conference:**

- Increase your exposure as a speaker and leader via the conference marketing materials
- Widen your reputation and be recognized as an expert in the industry
- Expand your portfolio and network with other industry professionals/topic experts
- Receive free conference registration and access to the conference. *(One speaker per session. If a second presenter is required, his/her qualifications and an explanation of the need for multiple presenters should accompany your application.)*

**Application Deadline: September 1, 2017**

Electronic submission is preferred. If you have trouble with automatic submission, save the file and e-mail your application to [metassin@outlook.com](mailto:metassin@outlook.com).

**Hot Topics** *(Please don't feel limited to these topics. We want to hear your opinion on new trending ideas):*

- Accessibility
- Transitioning from Paper to Digital/E-Forms
- Mobile Technologies
- Plain Language
- Current Trends in the Industry
- Best Practices in Forms Management
- Cloud Content Management
- Transitioning from Paper to Mobile
- User Interface Experience
- Information Governance and Risk Management
- Business Process Analysis and Mapping

**Forms Management Track**

BFMA has a new body of knowledge, which you can view [here](#)

The main topics within the body of knowledge (BOK) are listed below, but we encourage you to review the complete BOK for topics of interest.

- Governance
- Project Mgmt Skills
- Information Mgmt within Forms Mgmt
- Forms Print Production
- Inventory Mgmt and Warehousing
- Communication Skills and Functions
- Work Simplification, Process Improvement, Business Analysis
- Forms/template Design and Development
- Procurement and Contracting
- Administration of Forms Management Program

**Technology/Mobile Track**

- **Digital and Mobile Form Solutions** - *(mobile devices, form apps, electronic print applications, digital demand printing, recognition systems (MICR/OCR/OMR), post processing, data merge printing, electronic signatures, design software, application software, firewalls, cloud solutions, bar codes)*



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Session Title		
Session Description <i>(80 words or fewer - make it interesting and fun to encourage attendees to your session)</i>		
Speaker Name <i>(given name, family name)</i>		
SpeakerTitle	Company/Organization	
Speaker Bio <i>(be creative, reveal your personality - so someone other than your mother will enjoy reading it)</i>		
Website		
LinkedIn URL	Twitter URL	
Email		
Phone	Mobile Phone	
City	State/Province	Country
Any additional information we should know?		
Metatags <i>(Provide 3 keywords describing the content addressed in this session. Please avoid generalities, and be as specific as possible)</i>		

Send completed application to **metassin@outlook.com**