



## NAPO2020 Call for Presentation Instructions

ALL SUBMISSIONS MUST BE SUBMITTED VIA THE SUBMISSION SITE AND COMPLETED NO LATER THAN **WEDNESDAY JULY 31, 2019 at 11:59 PM PST**

The NAPO2020 Conference Committee is excited to announce the NAPO2020 Speaker Submission site is now open! We are seeking proposals for beginner, general, and advanced concurrent sessions that will offer attendees an exceptional educational experience. The NAPO2020 Annual Conference will take place on April 2-5, 2020 at the Renaissance Orlando at SeaWorld in Orlando, Florida.

Please be sure to review all of the guidelines and information below before proceeding to the submission portal. Education Levels, Conference Tracks and Submission Rules can be found on the [NAPO2020 Call for Presentation site](#). This will help you to gather all the necessary information for your proposal prior to starting the process.

### THE REVIEW PROCESS

The conference submissions are peer reviewed and selected by the NAPO2020 Conference Program Committee. The committee members review each submission and assign an overall rating. The committee then discuss the aggregate ratings, assess the rankings, and make their final selections.

In order to ensure a fair and impartial speaker selection process for the NAPO2020 Annual Conference, the following guidelines are followed:

- Committee members submitting proposals to speak at conference will not rate their own submissions and therefore will not affect the aggregate rankings upon which session selection is made.
- Committee members will be asked to sign a conflict of interest statement upon joining the Committee, stating that they will disclose any potential conflicts of interest during the selection process that could compromise their objectivity and that they will either be impartial or excuse themselves from relevant conversations.

Reviewers will consider the following criteria when rating each submission:

- Spelling and Grammar - Please note: If the session is selected, the information from your submission is copied directly from the submission site and used on the conference website, registration site, and submission site. It should be well written and professional.

### **Video Submission**

- Speaker presence
- Speaking ability
- Video

## **SESSION SELECTION AND ASSIGNMENTS**

The committee makes final selections 4-6 weeks after the submission site closes. Speakers will receive an email notifying them if their session was accepted or declined approximately 4-6 weeks after the site closes.

Each concurrent session time block consists of four concurrent sessions, one for each conference track. Session times are assigned by the Conference Program Committee based on the tracks and available time slots. Although we do not take requests for specific days, consideration is made for religious holidays or observance days. If you cannot present on a specific day of the conference for religious reasons, you will be able to indicate this in your submission.

If your session is accepted, you will receive a speaker contract with the date and time of your session, a checklist of the items you'll need to submit to NAPO HQ, and pertinent deadlines.

[Click here](#) to view a sample contract.

## **SPEAKER COMPENSATION**

NAPO2020 speaker compensation is based on involvement in the Organizing and Productivity industry.

### **Industry Related Professionals**

An industry related professional is defined as a member of NAPO or one of its affiliates **OR** any individual currently eligible for membership to NAPO or one of its affiliate organizations.

<b>Speaker/Session Type</b>	<b>Compensation</b>
Concurrent session	<i>Maximum of two speakers per session, complimentary conference registration (\$679 value based on Early Bird Registration Rate)</i>

<b>Speaker/Session Type</b>	<b>Compensation</b>
Concurrent session with more than 2 speakers	<i>50% off conference registration for each speaker (\$339.50 value)</i>
Panel Moderator	<i>Complimentary Conference Registration (\$679 value)</i>
Panelist	<i>50% off conference registration - maximum of 4 panelists (\$339.50 value per panelist)</i>
Concurrent session with more than 2 speakers	<i>50% off conference registration for each speaker (\$339.50 value)</i>
More than one session	<i>Speakers selected for two sessions will receive the highest benefit for the first session and a check for half of the benefit for the second  One Concurrent session and panelist: complimentary registration and a check for \$200  Two Concurrent sessions: Complimentary registration and a check for \$339.50</i>

### **Non-Industry Professionals**

Those who are not currently in the organizing and productivity industry, or affiliate industries, will receive the non-industry related honorarium.

<b>Speaker/Session Type</b>	<b>Compensation</b>
Concurrent session	<i>Maximum of two speakers per session, \$679 honorarium per speaker</i>
Concurrent session with more than two speakers	<i>\$339.50 for each speaker</i>
Panel Moderator	<i>\$679 honorarium</i>
Panelist	<i>\$200 per panelist - maximum of 4</i>
More than one Concurrent session	<i>\$679 honorarium for the first session and \$339.50 for the second</i>

*Speaker compensation is non-negotiable. By submitting a proposal for NAPO2020 you agree to accept the benefit for which you are qualified as outlined above.*

## TO ACCESS THE PORTAL AND SUBMIT YOUR PROPOSAL

Step by step instructions for accessing the portal to begin your submission can be located by clicking [here](#) or are included when you access the portal to begin your submission.

### **If you are already registered for NAPO2020 and would like to submit a presentation proposal:**

- Check your inbox for an email with the subject line **NAPO2020 Annual Conference "Call for Presentations Submission Info & Personalized Link"** for the **personalized** link to submit your session proposal.
- Click on the **personalized** link in your email to go directly to the submission portal.
- Once logged in, click on the "Update Contact Information" tab if you would like to review and update your information.
- Click on the "Call for Presentations Submission" tab and begin your proposal. The questions you will be asked are listed below. Follow the instructions on screen for the process. You will be able to save a draft of your proposal. Once you are satisfied with your submission, click submit. Upon submission, you will receive a confirmation email with the details of your presentation and a link to go back and edit your proposal until the deadline of **July 31, 2019 at 11:59 PM PST.**

### **If you are not yet registered for NAPO2020 but would like to submit a presentation proposal:**

- Go to [www.napo.net](http://www.napo.net) and follow the link to the portal at the bottom of the page.
- The link will bring you to the NAPO2020 Call for Presentations Portal. Click on the "Create a New Account" button on the right hand side.
- Enter your email and address and password,
- Provide your contact information as prompted. When you submit your contact information, the portal will activate.
- Click on the "Call for Presentations Submission" tab and begin your proposal. The questions you will be asked are listed below. Follow the instructions on screen for the process. You will be able to save a draft of your proposal. Once you are satisfied with your submission, click submit. Upon submission, you will receive a confirmation email with the details of your presentation and link to go back and edit your proposal until the deadline of **July 31, 2019 at 11:59 PM PST.**

***Thank you for your interest in submitting a proposal for  
NAPO2020!***

***If you have any questions, please contact us at [napo@napo.net](mailto:napo@napo.net)***