NAPO2022 Call for Presentation Instructions

ALL SUBMISSIONS MUST BE SUBMITTED VIA THE SUBMISSION SITE AND COMPLETED NO LATER THAN **MONDAY, AUGUST 2, 2021 at 11:59 PM PST**

The NAPO2022 Conference Committee is excited to announce the NAPO2022 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 NAPO2022 Annual Conference will take place on **April 27-30, 2022** at The Baltimore Marriott Inner Harbor in Baltimore, Maryland.

Please be sure to review all the guidelines and information below before proceeding to the submission portal. Education Levels, Conference Tracks and Submission Rules can be found on the NAPO2022 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 NAPO2022 Conference Program Committee. The committee members review each submission and assign an overall rating. The committee then discuss the aggregate ratings, asses the rankings, and make their final selections.

To ensure a fair and impartial speaker selection process for the NAPO2022 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

NAPO2022 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.

Speaker/Session Type	Compensation
Concurrent session	*Maximum of two speakers per session, complimentary conference registration ($679 value based on Early Bird Registration Rate)*
Concurrent session with more than 2 speakers	*50% off conference registration for each speaker ($339.50 value)*
Panel Moderator	*Complimentary Conference Registration ($679 value)*
Panelist	50% off conference registration - maximum of 4 panelists ($339.50 value per panelist)
Concurrent session with more than 2 speakers	*50% off conference registration for each speaker ($339.50 value)*
More than one session	*Speakers selected for two sessions will receive the highest benefit for the first session and 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*

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

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

Speaker compensation is non-negotiable. By submitting a proposal for NAPO2022 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.

- *Go to www.napo.net and follow the link to the portal at the bottom of the page.*

- The link will bring you to the **NAPO2022 Call for Presentations** Portal. Click on the "Create a New Account" button.

- Enter your email and address and password.

- Provide your contact information as prompted. Once you submit your contact information, the portal will activate.

- Click on the "Call for Presentations Submission" tab and begin your proposal. 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. **Once you hit "submit," you will no longer be able to edit any content, so please review everything one more time before submitting.**

- 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 **August 2, 2021 at 11:59 PM PST**.

Thank you for your interest in submitting a proposal for NAPO2022!

If you have any questions, please contact us at napo@napo.net