

ABSTRACT SUBMISSIONS

RFMA 2013 NATIONAL CONFERENCE

The Restaurant Facility Management Association (RFMA) is accepting abstract submissions for our annual conference being held at **The Gaylord Palms, March 10-12, 2013, Orlando, Florida.**

This Conference provides a forum for restaurant facility professionals to master industry fundamentals, broaden their knowledge base, and introduce new concepts, strategies and technologies, all focusing on restaurant facility management.

Concurrent Sessions are One Hour and Fifteen minutes in length, which allows speakers to present information on a wide variety of topics. *(If additional time is needed based on added visuals and other interactive media, just note this on your submission and during the review process if the committee determines the information qualifies for a double session you will be notified)*

If your session has been rated by the International Association for Continuing Education and Training (IACET) please add that information in the comments. The session would need to provide a training booklet and certificate of completion to qualify. Please logon to www.iacet.org for additional information.

Participants will have the opportunity to gain information first-hand from vendors, suppliers and consultants who support the restaurant facility management profession.

BENEFITS OF PRESENTING:

Your presentation for the Conference will offer you the opportunity to:

- Actively participate in the growth of your profession
- Gain visibility and credibility within the industry
- Enjoy the special conference status of a RFMA speaker

RFMA provides a special conference registration to conference speakers subject to the following limitations:

Special fee registrations are limited to two per company / organization per session

If the speaker is not already attending as an exhibitor, sponsor or restaurant member, but would like to attend the conference, they may register as a full delegate at the speaker registration rate of \$500. This **DOES NOT** include paid speakers.

Speakers are responsible for all other expenses associated with conference attendance including lodging and travel.

DATES & TIMELINE

The Dates & Timelines listed below must be adhered to in order to ensure the success of the RFMA seminars. All presentations must be approved prior to presenting.

TASK	RESPONSIBLE	DUE DATE	METHOD
Submit Abstract Proposal Form Checklist Signed Agreement	Speaker / Presenter	July 15	Deadline for online submissions
Notified Abstract accepted/rejected	RFMA staff	Aug 1	E-Mail
PowerPoint™ Presentation	Speaker/Presenter	Sept 1	Online
Presentation Review Phase	Education Committee	Sept 15	Committee review
Refinement Phase FINAL PRESENTATION	Speaker / Presenter	Oct 1	Online submission
Audience Questions	Speaker / Presenter	Oct 1	Online submission

PROPOSAL SUBMISSION QUESTIONS: email to debi@rfmaonline.com

Restaurant Facility Management Association

Attn: Debi Kensell
5600 Tennyson Pkwy
Suite 280
Plano, TX 75024

LEVEL OF PRESENTATION & LEARNING OBJECTIVES

Determined by the speaker presenter(s) and based on audience experience and knowledge. Session attendees evaluate the presentation by the appropriateness of the level and the ability of the speakers to meet the described objectives. In your session description it is very important to correctly identify the level of your presentation, *exp.*

(A) Advanced – Director Level

(I) Intermediate – Facility Manager with 5+ year's experience

(F) Fundamental – Facility Coordinator

SPEAKER BIOGRAPHY

When completing the online form, please provide a current biography for each speaker (**50-word maximum**).

DO NOT include a description of the speakers company; highlight presenter's appropriate experience and background.

The **speaker/presenter** will be the contact with RFMA for the abstract.

RFMA reserves the right to edit biographies that reflect company background instead of the speaker highlights.

ABSTRACT SUBMISSIONS

Completed submissions should contain 3 to 5 audience questions that must be reviewed and approved by the RFMA Education Committee.

The RFMA Education Committee will notify the speaker/presenter if there are questions or if additional information is required.

Please follow the abstract guidelines below to ensure that all abstracts conform to the RFMA presentation standards and to help ensure that the presentations convey to the audience in a clear and concise manner.

THE PRESENTATION & VISUAL AIDS

- A. The first step in preparing your visual aids is to establish the overall organization.
- B. **Commercialism should be avoided in any visual. No Company logos are allowed**
- C. Your first visual should be an introduction with the following information (use RFMA provide Power Point™ Master Slide).
 - a) Title, Name & Affiliation (RFMA Master Slide)
 - b) Abstract Body
 - c) Acknowledgments
- D. The body of your presentation (less the Conclusions and Summary) is the method of conveying the subject matter. The following hints and techniques will enhance your presentation.
 - a) Put your major points in a visual text with each slide consisting of no more than six major points with each being in less than ten words (note: these are rough guidelines). Avoid complete sentences since you do not want the audience to read each word.
 - b) Use non-complicated graphics to illustrate point or ideas. The audience should be able to clearly read and understand each graphic.
 - c) Do not overload each visual with too many equations or data. The result may be that there is no room for text, or that too much time is spent discussing gone visual (you lose your audience if you do not present them with a new visual in a timely manner). Another result is that too much information on a visual may confuse the audience by overloading them. A solution to the above problems is to divide the information (e.g., equations or data) into several visuals.
 - d) Make sure that the details in schematics, figures and tables can be read and seen by all members of the anticipated audience. If labels and numbers are too small or bold enough they appear as blurs to the audience. While you are presenting schematics, figures, and tables, thoroughly explain the contents of these visuals to the audience, in words, do not expect the audience to look at these visuals and have instant understanding. Consider making up text visuals which state the major points associated with each schematic, figures, and table.
 - e) The last visual is the Conclusion (or summary). No talk should be without one. Of special importance, limit information that is contained in this visual by emphasizing the major points of your talk (do not use complete sentences and do follow rules of less than six major points with each point having less than ten words). Also,

remember that the Conclusions should have no new information but rather be a capsule of information from the main body of your abstract.

OUTLINE FOR ABSTRACT/PAPER

Title: Short and to the point but descriptive in content.

Introduction: Should contain general background info, literature review, and/or events that led to the work reported.

Main Body: **ADVANCED** requires a working knowledge and considerable experience in the topic area by attendees and may further require basic or working knowledge in one or more related areas outside that specific topic area.

The focus should be on “Can I use this in my organization?” “How do I implement it?” “How do I evaluate it?” Key words in the learning objectives should include integrate, conceptualize, analyze, evaluate or implement.

INTERMEDIATE requires a basic knowledge and some experience in the topic area by attendees.

The focus should be on “How does it work?” “Benefits of using it” and should include detailed examples. Some evaluation of alternative methods would be appropriate at this level. Key words in the learning objectives should include execute, perform, apply or accomplish.

FUNDAMENTAL requires little or no previous knowledge of the topic material by attendees and should emphasize the definition of terms and description of key concepts.

The focus should be on “What is it?” “How does it work?” and “Why do we use it?” Key words in the learning objectives should include define, list, repeat or record.

Conclusions: Important section as many viewers may concentrate more here. Should list conclusions and summarize the significance of the presentation clearly and concisely as possible.

Acknowledgements: Any parties or organizations that should be recognized for their special assistance.

Bibliography: Include source materials useful to the audience as general background information that may not have previously been mentioned or noted in the abstract or text.

Appendices: Any supporting data, sample calculations.

COPYRIGHT POLICY

It is the author’s responsibility to secure and transmit to RFMA all necessary approvals for release of proprietary information and/or copyrighted materials for publication as a non-editable document in Adobe Acrobat™ PDF format.

REVIEW PROCESS

All papers undergo critical review by the members of the RFMA Education Committee to ensure high quality of content. The Education Committee will decide, based on these reviews, whether the abstract proposal will be acceptable or need revisions.

The writing, review, approval and publication process proceeds as follows after the abstract proposal is approved:

Writing Phase: Once the abstract proposal is approved by the Education Committee, the speaker/presenter prepares the presentation in Power Point™ format and submits by uploading the presentation to the Education Committee FTP site.

Review Phase: The Education Committee reviews the presentation and all supplemental handouts and submits comments to the predetermined “review coordinator”. Review coordinator submits all comments to the speaker/presenter.

Refinement Phase: Speaker/presenter revises or rebuts comments. Review process continues until the presentation is accepted for seminar presentation and publication.

Publication Phase: Presentation is approved and scheduled into the program/conference.

Posted to RFMA website in Acrobat™ PDF format for future review by members.

REFER TO THE DATES & TIMELINE SECTION FOR SPECIFIC SUBMISSION DATES. MISSING THE SPECIFIED DATES WILL RESULT IN YOUR PROPOSAL BEING REJECTED.