

# ANNOUNCING

## Call for Topics



**TO BE PRESENTED AT THE...**

**National Coalition of Black Meeting Planners  
2010 Annual Fall Conference  
December 1-5, 2010**

**Westin Harbour Castle  
Toronto, Ontario, Canada**

**Revitalizing the Meetings and Hospitality Industry Through  
Education and Commitment**

**DEADLINE FOR RECEIPT  
WEDNESDAY, JUNE 30, 2010**

# PRESENTATION FORMATS

## Concurrent Sessions

The NCBMP Fall Conference "Call for Topics " is now available. Conference sessions should focus on the conference theme, ***Revitalizing The Meetings and Hospitality Industry Through Education and Commitment while addressing current issues facing meetings and hospitality professionals.***

- Concurrent sessions are designed to address current issues in the meetings and hospitality industry in a small to medium group setting. Average session attendance expected is 50-75 participants.
- Presenters should choose the instructional method which best suits the presentation's objectives and content. The majority of concurrent sessions will be 1 to 1 ½ hours in length.

## Roundtable Discussions

- Roundtable discussions are one-hour sessions. They are designed to focus discussion on topics in smaller group settings.
- All presentations will include a facilitator and must allow for active discussion.

## REGISTRATION

- As a nonprofit educational association, NCBMP does not provide honoraria for presentations at the Conference.
- Presenters must cover all of their individual travel and lodging expenses.
- Co-presenters must submit full registration fee in advance in order to present.

## REVIEW AND NOTIFICATION INFORMATION

- Proposals received after **Wednesday, June 30, 2010** and/or incomplete proposals will not be considered.
- Proposal submitters accepted will be notified **by Tuesday, August 31, 2010.**
- Please do not call NCBMP regarding acceptance or rejection of your proposal prior to that date unless you have been notified.

## Instructions for Completing a Call for Presentation

- To be considered, proposals must follow these specifications:
- All information must be typed or word-processed.
- Please use text no smaller than 12-point type size.
- Send three complete copies of your document.
- Attach a typed one-page biography for each presenter to each copy of the proposal.
- Include the name and nature of the presenter's organization, his or her role and function in that organization, presentations and experience publications, and membership in other professional organizations.

**Proposals must be received at NCBMP by 5:00 p.m. on Wednesday, June 30, 2010 at the following address:**

**NCBMP  
8630 Fenton Street, Suite 126  
Silver Spring, MD 20910  
Phone: (202) 628-3952**