

ANNOUNCING

Call for Topics



TO BE PRESENTED AT THE...

**National Coalition of Black Meeting Planners
2011 Annual Fall Conference
November 15-19, 2011**

**The Cosmopolitan
Las Vegas, Nevada**

Meeting Professionals and Exhibitors Creating a Collaborative Pathway

**DEADLINE FOR RECEIPT
FRIDAY, AUGUST 24, 2011**

PRESENTATION FORMATS

Concurrent Sessions

The NCBMP Fall Conference "Call for Topics " is now available. Conference sessions should focus on the conference theme, **Meeting Professionals and Exhibitors Creating a Collaborative Pathway** 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 **Friday, August 24, 2011** and/or incomplete proposals will not be considered.
- Proposal submitters accepted will be notified **by Wednesday, August 31, 2011**.
- 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 Friday, August 24, 2011 at the following address:

**NCBMP
4401 Huntchase Drive, Suite 126
Bowie, MD 20720
Phone: (301) 860-0200 Fax: (301) 860-0500**