

**Call for Presentations
For the 2018 Florida Collectors Association
Annual Meeting
October
Naples, FL**

You are invited to submit a proposal to share your experience and expertise with your colleagues at FCA 2018 Annual Conference. Others will benefit from your experience while you make a valuable contribution to the profession's field of knowledge.

Call for Presentations must be RECEIVED no later than July 1, 2018. Please email your completed Call-for-Presentation form to:

2018 FCA Convention Committee
executive_director@fcoll.org

INSTRUCTIONS FOR SUBMITTING A PROPOSAL

- Please follow the exact instructions on the attached "Call for Presentation" form.
- Submit your proposal/form via e-mail **no later than Monday, July 1, 2018** to: executive_director@fcoll.org.
- **Notification on the status of submission will be emailed directly to the proposing speaker. If you are submitting a proposal on behalf of someone else, please check with him or her regarding receipt of the decision.**

PROPOSAL REVIEW

Members of the FCA Selection Committee will review all complete proposals and provide recommendations to the conference program organizers for approval.

A strong preference for single speaker presentations, co-presentations and/or panels exists..

Notification of acceptance will be sent to presenter(s) by **August 1, 2018**.

The Selection Process. We strive to offer a balanced program of educational sessions by selecting proposals that best fit within the framework of the conference for both operation staff as well as owners/managers.

Practical Application. Sessions conducted by practitioners that include practical, immediately applicable work tools will be given preference. The conference committee seeks presentations that will provide our attendees with information that will improve their effectiveness on the job. Do not overtly "sell" during your presentation.

Proven Speaking Ability. The conference committee seeks experienced presenters with proven speaking ability. Those with a track record of speaking and performing well at conferences will be given preference.

We expect presenters to:

- meet all deadlines;
- retain the session content, audio/visual needs as originally submitted;
- not add a co-presenter or change the identity or number of presenters without permission;
- provide high-quality handouts by the date and in the format requested two weeks before the presentation day; or give participants access to these documents on line
- honor our commitment to provide education by not showcasing or promoting the speaker's practice, services or products;
- respect the 2018 FCA Annual Conference as the sponsoring organization with positive comments from the platform, and
- **Pay for all personal/professional expenses, including hotel accommodations. Please note that the FCA will not pay or reimburse expenses.**

In return, we will:

- Provide a complimentary registration for the conference, including admission to the exposition, educational programs and social events;
- Grant you valuable professional exposure, and
- Provide feedback from attendees.

2018 FCA Annual Conference
October 10-12,2018
Naples, Florida

All information **should be typed and submitted (via email to: Executive_Director@flcoll.org) either on this form or in this exact order.** Submit your name as you wish to see it published.

Please list your name, job title, company and address below:

Name:

Job Title:

Company:

Address:

City, State, Zip:

Phone Number:

E-mail Address (REQUIRED):

Will you have a co-presenter? Yes No

If yes, please duplicate this form for your co-presenter and attach the completed form with your own submission.

TITLE OF SESSION:

SUMMARY OF SESSION:

In 75 words or less, provide a summary of the content of your presentation. **If you are selected to present, the description submitted and used in promotional communications, and may be edited for space or clarity..**

Key Learning Objectives/What will Participant expect to take away from your presentation?

Where have you presented before? (please attach bio)

PROGRAM LENGTH (recommended: 1 hour or less):

TARGET AUDIENCE:

SESSION TYPE:

By signing this proposal I UNDERSTAND THAT I WILL NOT RECEIVE AN HONORARIUM; I will not have expenses reimbursed. If selected, I agree to adhere to the deadline schedule furnished by conference organizers. I understand that my conference presentation is not a showcase for promotion of my business, practice or product, and I will not sell my products or services from the speaker platform. I also understand that I will be notified about the status of my proposal by no later than August 1, 2018.

_____/_____
Signature Date