Speaker Tips And Resources Guide

Tips for a Successful Proposal

You do not need to be a professional speaker or trainer. In fact, we encourage submissions from practitioners in all levels within the change mangagement industry. We want to know what you have done at your own organization to make change a success. We desire speakers who:

- Have a compelling change management story, especially a "real life" case study or example, not just a theory to share but also HOW the audience can apply it to their workplace or career advancement.
- Know that interaction and engagement is KEY to a successful session and will enlist a variety of techniques and methods to support those efforts.
- Our top-rated speakers from previous Change Management Conferences are comfortable speaking to audiences ranging from 30 to 900 participants.
- Are dynamic to listen to but also know that standing in front of a crowd, talking with a PowerPoint slide show does not create interaction and engagement.
- Are willing to be coached to continue to improve his or her presentation skills and effectiveness.
- Put the learner first and work to ensure the majority of attendees leave the presenter's session with solid takeaways that can be applied to advance their workplace and/or career.

What's behind a Winning Session Proposal?

Each year, attendees rate our speakers as a highlight of their conference experience. Your proposal should demonstrate how you will create an experience that inspires and empowers; features interactive, engaging learning; and showcases emerging trends and innovations in change management.

Due to the large number of submissions and limited session slots, many submissions will score well but may not be accepted. **Bring your 'A' game and put all of your effort into one high quality submission**.

Do not wait until the deadline to submit. Get it in early. Avoid the rush and stand out from the crowd.

Education Topics

Submissions should align with one of these track topics:

Change Leadership and Critical Change Competencies

This track focuses on the growing global awareness that the ability to implement successful change is one of the most critical competencies in demand across organizations today, given the steady trend that continual change and transformation is the new normal. From change

leadership to personal resiliency and organizational agility, this track will explore the many critical change competencies.

Empowering Change Management Success

This track addresses foundational components of establishing and mobilizing change management initiatives or capabilities within an organization. It is intended to support those new to change management or early in their change management experience by sharing critical success factors.

Harnessing Collaborative Disciplines

This track focuses on the power of leveraging the many synergistic professions and capabilities that are essential to the change management discipline, including leadership, organizational development, human capital, learning, coaching, strategic communications, performance management, data analytics, process engineering, project management and more.

Research, Emerging Trends and Innovation

This track offers: a look at the impact of current research on the change management discipline and profession; exploration of emerging industry, technological and economic trends that inform change management needs; and innovations that evolve the way change works.

Leveraging Technology in Organizational Change

This track offers an opportunity to explore how the change professional can leverage new and emerging technology in conducting their change management work and engagement, in addition to understanding how accelerated digital transformation and AI will influence how we manage change in the future.

Annual Feature Track: 2020 - Change Management's Role in the Future of Work

The 2020 Feature Track focuses on the future of work and the significant implications for the role of change management across multiple sectors – industry, government and non-profit.


Video Requirement

A short video IS required with your submission.

Videos can be from previous sessions or create a new video using a smart phone, tablet or webcam video clip.

If you are creating a new video clip, we would suggest that you introduce yourself and communicate why and how attending your session will help practitioners solve complex problems and advance the profession.

Although a 'video' clip is required, this can be a simple a 30-second to 3-minute clip from your webcam or camera phone discussing your topic and why you look forward to presenting it at the conference. But remember, the more professional you sound in your clip, the better it will compare to others. The reviewers DO listen to each and every video.
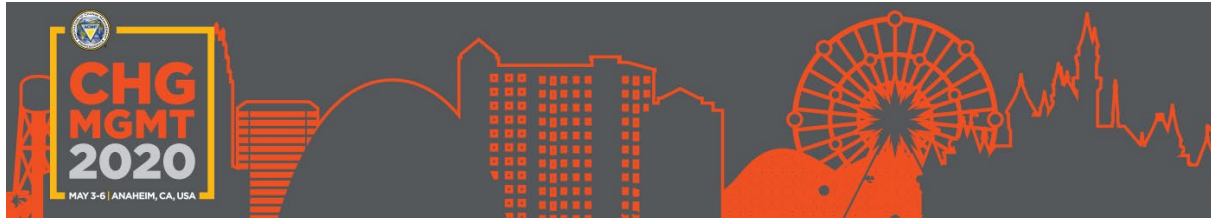
Additional Speaker Tips

Some more tips on what a reviewer looks for during the proposal evaluation and ways to elevate your submission:

1. Provide valuable takeaways for audience members. Answer the question: "As an attendee how can I apply this to my current position/role?"

2. Engagement and Interaction. Plan for opportunities to engage with the audience during your session design. You must go beyond simple Q&A.

3. Your title should accurately reflect what your session is but should also be interesting and compelling. Your title is your 10-second elevator pitch to capture the interest of attendees.

4. Learning objectives should be accurate. Remember, a learning objective is what you expect the audience members to gain after participating in your session.

5. Clear language; please avoid using technical jargon, acronyms and slang.

6. Your submission must be completed by the appropriate deadline. Incomplete or late submissions will not be accepted.

7. Only one (1) submission per primary speaker will be accepted for each event.

8. Read through the form and gather all supporting materials prior to entering information. This will help ensure a complete and well-thought-out submission.

9. Proofread what you have entered into the application. The ACMP Speaker Committee reviews your application based on the specified evaluation criteria. If your application is difficult to read due to spelling or grammatical errors this could negatively effect the score during the reviewing process.

10. We are offering 30, 45, 60 and 90 minute speaking options. Depending on how many of each category are approved and scheduled, you may be asked to slightly modify your time. If you select a 60 or 90-minute session, these will be reviewed by keeping in mind if the content submitted is worth an attendee missing two to three other sessions, as the committee wants to ensure there is enough engagement and interaction to keep an adult learner interested for that length of time.

11. The maximum number of speakers is four (4) per session. However, four speakers is not encouraged. Too many speakers often reduces attendee interaction and dilutes potential takeaways from the presentation.

Speaker Resources
Speaker Resources
Getting Started
- [15 Ways to be a Better Speaker](#)
- [Effective Presentations 101 – The Top 10](#)
- [The Seven Sins of Visual Presentations](#)
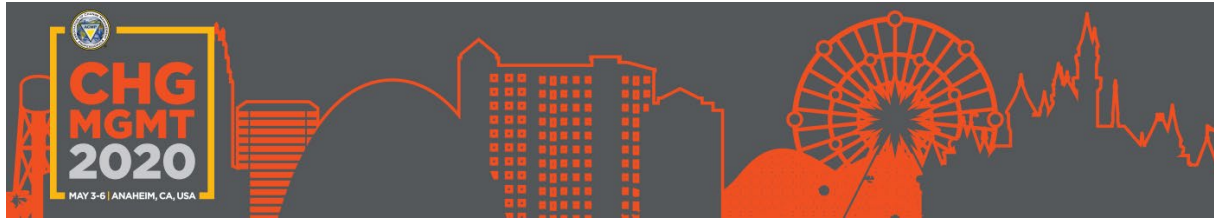
- [Top 10 Websites for Presentation Images](#)

Making Progress

- [Become familiar with Adult Learning Theory and the six principles of adult learning](#)
- [Eight Conference Presentation Myths That Hamstring Attendees' Learning](#)
- [Most Organizations Are Victims To Pedagogy – Instructor-Centered Education](#)
- [We Need Facilitators Of Learning Not Speakers Of Stats](#)
- [From Panic To Calm: Strategies To Help Presenters Leverage Adult Learning Principles](#)
- [Cheat Sheet: Sample Questions for Presenters & Moderators](#)
- [Five Ways to Combine Conference Lectures with More Effective Education](#)