

NPMA Call for Presentations

Information Required for Submission

The following information will be required for your submission. All submissions will be reviewed by the Seminar Planning Committee to determine inclusion in the final NES schedule.

- 1. Presentation Title**
- 2. Choose the Educational Track:**
 - a. Contract Government Property
 - b. Federal Property
 - c. Fleet Management
 - d. IT
 - e. Professional Development
 - f. State and Local Government
 - g. Universities, Colleges and Non-Profits
- 3. Target Audience(s):**
 - a. Contractors
 - b. College, Universities and Non-Profit Organizations
 - c. Executive & Senior Management
 - d. Federal Agencies
 - e. Fleet Management Professionals
 - f. Medical & Hospital Professionals
 - g. State & Local Government
 - h. General/Other
- 4. Select Level / Audience:** (Please pay careful attention to the level you designate so that it accurately reflects the level for our members. Also note, we would like to limit the amount of Fundamental sessions and raise the level of presentations to Intermediate or higher.)
 - a. Fundamental: Basic level to include important information for newer property professionals or for exposure to an unfamiliar area.
 - b. Intermediate: Medium level for those seeking to expand or hone their skills, or to obtain information on best or leading practices
 - c. Advanced: Higher level or having broader scope for more advanced or highly experienced property professionals
- 5. Preferred Session Type**
 - a. Breakout Session conducted by speaker (60 minutes)
 - b. Panel Discussion (60 minutes)
- 6. Provide brief description/abstract of the content that will be covered during the session. Please ensure it accurately represents the session content.**
- 7. List learning outcomes for the attendee. Include at least 2-3 learning outcomes that describe what knowledge the attendees will walk away with.**

Information such as the presentation title, target audience, audience level, area of focus, narrative description and more will be required with your submission. Your presentation materials (i.e. PowerPoint and/or White Paper) are not due now; however, presentation topic and title are due by January 15, 2021. Please note if you are accepted as a presenter and your presentation materials are not received by that date, you may be removed from the program.

2021 NES Potential Educational Tracks & Topics

The following ideas are provided in order to stimulate thought process on a potential topic you might consider presenting. However, you are not limited to these ideas. We encourage creative thinking. All topics will be considered for inclusion in the NES schedule.

Contractor Target Audience – suggested breakout topics:

Analyzing Risks Associated with Government Contracting
Asset Audits and Self Assessments
Capital Property Management
Contract Closeout Issues and Asset Abandonment
Disposition

- Donations
- Export Control
- PCARSS Updates or Tips
- Recycling Programs
- Reutilization Programs

FAR Policy Updates
How to Manage Contracts or CDRLs
Introduction to Contract Property Management
IUID
Inventory Management
Lost Reporting Process
Managing Subcontractors
NASA Property

- Issues with Preauthorization
- Peculiar reporting issues

Practical Applications

- How to perform any life cycle task (choose one)

Providing Input on Contract Proposals

- Preparing to Onboard New Contracts
- Planning to Assume Contract from Existing Contractor

Receiving Best Practices
Self-Assessments/Audits
Sustainability
Tracking Property Usage on Your Contract
What is the Role of the Property Manager in the Acquisition Process?
Corporate Acquisitions and Mergers
Other ideas?

Common Contractor/Medical/University Target Audiences – suggested breakout topics:

Capital Planning
Collaboration Strategies for Interaction with Faculty, Staff and Auditors
Sharing Federal Contracts with Other Universities
Corporate Acquisitions and Mergers
Depreciation, Lives and Methods
Effective Interface between Property Management and Property Accounting
International Accounting and Valuation
Maximizing Return on Investment
OMB Circulars A-110, A-123, A-133, A-87, A-21
Sarbanes Oxley- What Are Good Key Controls for Capital Property?
Understanding Property Accounting 101
Other ideas?

University & College Asset Management Target Audience – suggested breakout topics:

Accounting for Sales Proceeds of Grant-funded Property

Acquisition Teams that Aim to Succeed
Acquisitions Using Multiple Funding Sources
Asset Accounting
Audits -- types, frequency, impact
Awards Management
Contracts
Controlling Property Loss on Campuses
Creating Liability and Indemnification Language
Dealing with Prime Contractors
Determining Equipment Title
Donations
Equipment Accountability, Custody, and Stewardship
Equipment Disposition & Reutilization -- all facets
Equipment Fabrications – Key Controls
Equipment Used on Clinical Trials
Equipment vs. Supplies – Categorizing and Proposing
Faculty and Student Awareness of Property Management
Fellowships – Equipment Title and Disposition
GASB, OMB, FAR, ILPs, CCPs, GAP, FASB
Grants
Import/Export Processes and Requirements
Increasing Personal Accountability – Strategies and Best Practices
Indirect-cost Implications Associated with Equipment
Insuring In-transit Property
Inventory Management
Inventory Strategies in a Research Environment
Involvement in Enterprise Risk Management
Loans of Equipment – Incoming and Outgoing
Off Campus Equipment (whether domestic or overseas)
Partnerships with Sponsored Projects Office
Preparing Your Property Plan
PI- Property Management - Research Administration - Compliance = Interactions
Property Administration in Shared Space
Property Sales
Reporting Expenditures on Grants
Role of Principal Investigators with Property Related to Grants
Self-assessments – Developing and Implementing Program; Assessing Results
Service Center (Charge-out Center) Equipment Management
Supporting Collaborative Research
The "Ideal" Property Management Organization Structure
Title and Taxability
Title Transfers – When, How, Why
Transfers of Equipment
Other ideas?

Federal Agency Target Audience – suggested breakout topics:

Accountability
Acquisition Planning
Agency Personal Property Issues
Agency Regulations
Capital Planning and Investment Control - CPIC
Compliance/Internal Controls (OMB A-123)
Contracts/Grants/Inter-Agency Agreements
Excess Property/Surplus Sales/Auctions/Disposal
Executive Orders (EO 12999, 13423, 13513, 13514)
Export Control
Federal Property Accounting (FASAB, SFFAS, USSGL)
Federal Property Reporting (GSA Personal Property Tool)

Federal Regulations (FPMR, FMR, FAR)
 Government Property in the Possession of Contractors- Federal Perspective
 Greening the Federal Property Management Lifecycle
 How to Establish a Federal Consumption Program
 How to Establish a Fleet Vehicle Allocation Methodology (VAM)
 How to Green a Federal Contract
 Infrastructure/Systems (Finance/Procurement/Contracts/Asset Management/Contracts/HR, etc.)
 Inventory Management
 IT Asset Management – Federal Property Perspective
 Managing Subcontractors
 OMB Circulars
 A-11, Preparation, Submission and Execution of the Budget & Exhibit 300
 A-87, Cost Principles for State, Local and Indian Tribal Governments
 A-110, Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations
 A-123, Management's Responsibility for Internal Controls
 A-127, Financial Management Systems
 A-133, Audits of States, Local Governments and Non-Profit Organizations
 Providing Oversight for Government Owned Contractor Operated (GOCO) Facility Contracts
 Public Laws
 GPRA of 1993, Government Performance Results
 CFO Act of 1990, Chief Financial Officer's Act
 Clinger-Cohen Act of 1996, Information Technology Management Reform
 EPA Act of 2005, Energy Efficiency
 Real Property
 Security/Protection of Federal Property
 Strategies on Working Towards an Unqualified Audit Opinion
 Understanding Government Contracts
 Other ideas?

Professional Development Track – suggested breakout topics:

Asset Management's Role in Accomplishing the Goals of the Organization
 Best Practices in Creating Career Advancement Opportunities
 Collaborative Partnerships
 Corporate Property Councils, the objectives and benefits (possible panel discussion/tag team)
 Dealing with Organizational Politics
 Develop Your Professional Writing Skills
 Enterprise Risk Management
 How Mature is Your Process? (Techniques to determine this)
 How to Make Budget Decisions While Staying Compliant
 How to Use LEAN Events for Process Improvements
 Implementing Compliance Programs
 Leadership
 Managing a Property Management Organization
 Managing Employees Effectively
 Staff Development and training ideas
 Succession Planning
 Where is the New ISO Standard? Consensus Building
 Creating Presentations for the Right Level of Audience
 Developing a Career Path for Your Staff
 Developing and Creating Process Flow Mapping
 Executive Presentation Strategies
 Federal Property Officer Training
 How to Better Use Microsoft Excel to Make Your Job Easier (Intermediate/Advanced)
 How to Deal with Difficult People
 How to Jump Start My Career
 Learning to Deal With Different Personalities
 Microsoft Excel 101

Negotiation Strategies and Skills
Project Management
Six Sigma
Understanding Property Terminology
Mentoring New Property Management Professionals
Other ideas?

Property Early Lifecycle Track – suggested breakout topics:

A Cost-Effective Application of RFID
Acquisition Options and Processes
Best Practices in Receiving and Controlling GFP
Determining Equipment Title
Determining What Should be Called Equipment vs. Special Tooling
Do You Buy Property on Credit cards, and How to Effectively Bring Them into Control/ Property Records
Fabricated Equipment – Accounting for Acquisition of Materials, Completion and Capitalizing, Monitoring Status and Disposition
Identification Best Practices
IT Acquisition Management
IT Asset Identification
IT Lease Management
IT Lease vs. Buy
Receipt and Issue Strategies and Applicability
Receiving Best Practices
Required FAR Flowdowns when Acquiring Property
RFID Implementation Strategies
What IT Equipment Should be Tracked and How
Other ideas?

Property Mid-Lifecycle Track – suggested breakout topics:

Best Practices in Physical Inventories
Effective Inventory/Cycle Counting of MMAS Materials
Effective Material Practices
Effective Methods to Control and Recall Excess WIP Material
Fleet Management
How to Manage Contracts or CDRLs
Inventory Management
IT Configuration Management
IT Document Management
IT Project Management
IT Software License Tracking
Low risk Property, Effective Industry Practices
LTDD Process
Managing Subcontractors
Risk Management
Self-Assessments/Audits
Sustainability
Tracking Property Usage on Your Contract
Warehouse Management
Other Ideas?

Property End of Lifecycle Track – suggested breakout topics:

Contract Closeout Best Practices
Contract Transfers Best Practices
Disposition
Donations

- Export Control
- PCARSS Updates or Tips
- Recycling Programs
- Reutilization Programs
- IT Disposal Considerations
- IT Sanitization
- IT Security
- How to Deal with Excess Material Issued to the Floor and Return Policies
- How to Effectively Screen to Program Personnel to Identify Surplus
- Keys for a Successful IT Donation Program
- Title Transfers
- Other ideas?

Medical/Hospital Equipment Target Audience– suggested breakout topics:

- Acquiring Rolling Stock
- Best Practices in Medical/Hospital Equipment Management
- Effective Tracking Methods
- Equipment Reutilization and Disposition Programs
- How to Set Up an Effective Property Management Process
- Infrastructure Issues
- Reverse Auctions
- RFID for Tracking Sensitive Health Care Equipment
- When Delivery Date Rule Your Purchase
- Other ideas?

Standards and Best Practices Track – suggested breakout topics:

- Adding Value through Geospatially Enhanced Property Management
- Aerospace Industries Association (AIA) panel
 - How to Start Using Metrics from Scratch
- Any new leading-edge practices
- ASTM and NPMA
 - ASTM E53
 - Standards
 - How to write and implement a new standard
- Being Green
- Capital Property—Accounting and Property Management Overlap, Why it is Important
- Compliance (SOX)
- Depot Operations
- Donations
- Effective Material Practices
- Effective Tracking of IT Assets
- ERP Systems
- Excess/Surplus Sales and Auctions
- HazMat
- How to Best Leverage the IT Organization
- How to Create and Use Key Focal Points Around Your Company, and Their Potential Roles
- Idle Assets and Redeployment
- IT Asset Disposal
- IT Asset Management
- IT Best Practice Ideas
- IT Best Practices in Tracking Mobile IT Assets (laptops, phones, thumb drives, etc.)
- IT Best Return or Redeployment Policies
- IT Compliance and Legislation
- Leading Industry Practices using Electronic Inventories
- Maximizing Utilization
- Managing Warranties and Returns
- MMAS 101
- Motor Vehicle “Fleet” Management

New RFID Solutions

Physical Inventory Strategies/Best Practices and How to Set it Up

Procurement, Contracting and Leasing

Risk Management

Self-Assessments/Audits -AIA Available Metrics

Sensitive Property

Weapons, IT Equipment, HazMat, Medical, Nuclear, Classified, COMSEC, etc.

Subcontract Control

Surplus Property

The Trick to Finding Under-Utilized Assets

Where is the New ISO Standard?

Other ideas?

State & Local Government Property Target Audience – suggested breakout topics:

Disposal Process for State & Local Governments

How Does the Type of Your Contract Affect Your Assets?

How Much Risk Can You Accept on Your Contracts

How to Reutilize Military Assets

Role of the PM in Disaster Preparedness

State Financial Regulations