

## **NES 2021**

### **Presentation Guidelines and Deadlines**

The National Education Seminar (NES) is the premier educational opportunity for property and asset management professionals who manage personal property and fixed assets for federal, state, and local governments, universities, hospitals, and private industries. We encourage educational sessions that are practical or theoretical in application.

Note: Educational session presentations are not intended to advertise or market specific name brand products or the services of specific companies. NPMA does have opportunities for marketing and advertising through the exhibiting and sponsorships at the NES and through NPMA publications (online and hardcopy).

Our goal is to offer more 'how to' type sessions where attendees will be able to apply the knowledge learned during NES when they get back to the office to reduce costs, risks and improve their overall asset management operations.

The 2021 NES is scheduled for July 26 - 29, 2021 in Reno, NV. Review the submission guidelines below before you begin the submission process. Please email [conferences@npma.org](mailto:conferences@npma.org) with any questions.

Thank you,

The NES Planning Committee

### **SUBMISSION GUIDELINES**

Submissions must be received by January 15, 2021 to be considered for inclusion in the 2021 NES program. If you would like to submit multiple proposals, a submission for each proposal is required.

In an effort to eliminate speaker overlap in the agenda, you must provide the names of all speakers or panelists at the time of submission.

### **GUIDELINES FOR ACCEPTED PRESENTATIONS:**

Upon notification that a presenter's proposal has been accepted, each presenter is required to comply with the following:

- a. Submit a copy of your presentation materials (i.e. PowerPoint and/or White Paper, if applicable) by May 7, 2021\* (instructions on this submittal will be sent to selected speakers)
- b. Make a commitment to present at the NES during the assigned session(s).

If you are not using a PowerPoint presentation for your session, we will need the White Paper or a detailed outline by May 7, 2021. Please note that only White Papers are considered for Conference Proceedings Awards. *\* Please note that if your presentation materials are not received by May 7, 2021, you are subject to being removed from the program at the discretion of the NES Planning Committee.*

## **SEMINAR ATTENDANCE**

If your proposal is accepted for presentation at NPMA's 2021 NES, NPMA is counting on you to perform your assigned speaking role. If circumstances prevent your participation, you should notify the NPMA NES Speaker Manager immediately at [conferences@npma.org](mailto:conferences@npma.org). If you have a potential substitute, please let us know at that time.

NPMA policy does not require speakers to register for NES if you plan to attend *only* during your presentation time slot and not participate in any other NES functions, sessions, or activities. However, **if you plan to attend the seminar and participate in any other NES functions or activities, you must register and pay on your own. NPMA does not offer complimentary registration or any other form of compensation to speakers at the NES.**

## **SUBMISSION CONFIRMATION:**

When you finish submitting your abstract with the online application, you will have an opportunity to email yourself a copy of the submission. Those presenters who are accepted and invited to present at the 2021 NES will be contacted by a member of the NES Planning Committee.

## **IMPORTANT DATES:**

January 15, 2021: All submissions finalized and due

February 24, 2021: Notification of accepted presentations

May 7, 2021: PowerPoint presentation and/or White paper due