

NJ IFMA Speaker Information

We are pleased you will be speaking to our group, and we look forward to your presentation. The focus of the Education/Programs committee is to provide quality educational and networking events so that our facility managers gain insightful knowledge to help them in their professions. In light of this, the following are suggestions so that you as a speaker are presented in the best possible manner and our members gain the most education from your presentation.

- _____ Length of presentation is maximum 1 hour which includes time for Questions and Answers. (You will usually start around 4:30 pm until 5:30 pm unless noted otherwise) There may be specific time requirements for CEU credits-please inquire.
- _____ Experience level of our speakers is mid to senior range facility managers and associate members. Our usual attendance is 50-60 people.
- _____ Selling from the podium is prohibited. Mentioning situations your company has successfully handled is fine.
- _____ We ask that no company marketing information may be distributed at the meeting. This opportunity is reserved for our meeting sponsors who sponsor the refreshments. If you would like to sponsor the meeting in addition to speaking, and it is not already being sponsored, please contact the NJ IFMA Associate Chair.
- _____ NJ IFMA does not share attendance lists. Only sponsors are given the opportunity to gather business cards (i.e. drawing) from those present and desiring to give their cards.
- _____ Interactive presentations are always well received. Getting audience involvement in some way keeps people attentive to your information.
- _____ Handouts are always good so people can take the information away with them and share with other staff members and colleagues. Please make enough for 60 people if you use them. Please also send your presentation to NJ IFMA Administrator so that it can be posted on the NJ IFMA website after the meeting.
- _____ An invitation about your presentation will be sent to potential attendees
- _____ A/V requirements-Please contact Caroline Shelly (NJ IFMA Administrator at 908-735-0030) to confirm what you will need.
- _____ NJ IFMA Administrator's cell number if there is a problem the day of presentation: 908-208-4846 – Caroline Shelly. Please try to arrive at the meeting location 30 minutes prior to your presentation time so handouts can be distributed and your AV equipment can be checked.
- _____ Our website is www.njifma.com if you would like more information on our organization prior to the presentation.

If you need any other assistance or have questions, please feel free to call me at 908-735-0030.

Caroline Shelly
NJ IFMA Administrator