

Canadian Institute  
for Procurement  
and Materiel  
Management

Institut canadien  
d'approvisionnement  
et de gestion  
du matériel

# CALL FOR PRESENTATIONS

Deadline to submit: November 1<sup>st</sup>, 2023

## 2024 CIPMM ANNUAL NATIONAL WORKSHOP FINDING VALUE & SHARING SOLUTIONS

JUNE 4-6, 2024 | OTTAWA, ONTARIO

CIPMM is committed to providing outstanding learning opportunities to our communities and uses its Workshop for delivering innovative, relevant education to procurement and materiel managers at all levels of background, knowledge and expertise.

Do you have knowledge, best practices, innovative strategies or case studies that you would like to share with the procurement and materiel management communities? Do you want to gain experience and get involved? CIPMM invites you to submit your presentation for our 2024 CIPMM Annual National Workshop!

### Important Deadlines

**2 October 2023** – Call for Presentations Opens

**1 November 2023** – Deadline to submit the Proposal

**15 November 2023** – Notification of Acceptance

**10 May 2024** – Full Presentation Submission

### Reasons to Present

- **Take your career to the next level** by refining your formal presentation skills to large and advanced audiences;
- **Share** knowledge and information with a wide network of people;
- **Get recognition from peers** for you, your organization, and your industry;
- Receive a **mention on the CIPMM website** (your bio and session description) and in the **official program**;
- Receive an opportunity to **network with other experts** in your industry;
- Receive a **1-day complimentary pass** CIPMM Annual National Workshop for the day of presentation;
- **Share lessons learned** with your peers.

### General Submission Guidelines

**As a CIPMM Speaker, we want you to note the following:**

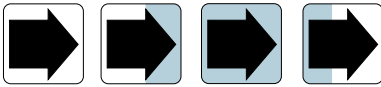
- CIPMM does not pay per diem, honoraria or any travel expenses associated with presenting at the Workshop or attending the Workshop.
- Complimentary one-day passes are limited to 1 presenter/pass per session. Additional presenters will require to seek approval from the Organizing Committee Co-chairs. The Co-Chairs will consider requests that demonstrate the benefit of an additional presenter and complimentary pass.
- Presenters will be responsible to prepare their presentation description and slides to accompany their presentation.
- Handouts and associated costs (e.g. photo copying, etc.) will be the responsibility of presenters.

#### Content Considerations:

- Best practices presentations could include: new ways of doing business, trends, case studies, strategies, etc. and are not limited to federal government. Other jurisdictions are welcome!
- Commercially focused / vendor promotional / sales presentations will not be considered.
- CIPMM will post all presentations on our website after the Workshop.
- Federal Government presenters must obtain approval from their management to present at CIPMM.

#### Official Language Considerations:

- All presenters should be aware that delegate questions may be raised in either of the official languages and the expectation is that they will be answered in the language in which they were asked. Where presenter cannot provide this capacity, CIPMM moderators may be able to assist. Your presentation request should clearly indicate if your presentation is selected if you will require this assistance.
- Federal Government presenters must provide presentation materials in both **English and French**.



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### Presenter

Name:

My pronouns are:

Department / Organization:

Job Title:

Email:

Phone:

Language of Presentation: English only French only Bilingual

Presenters have ability to respond to questions in: English only French only Bilingual

Presenters have ability to present: In-Person Only Virtual Only Both In-Person and Virtual

### Approach to Presentation:

Practical exercises

Case studies

Panel discussions

TED Talks style

Interactive activities, e.g. SliDo,  
polls, white boards, real-time tools  
of engagement

Solutions Studio (Solution / problem  
solving sessions; Invite people to  
discuss a problem topic and look at  
options for addressing it)

Open Q and A options from the  
attendees. Allows people to  
generally seek advice, guidance  
suggestions, clarifications etc.

Traditional presentation with a  
ppt deck and opportunity to ask  
questions at the end

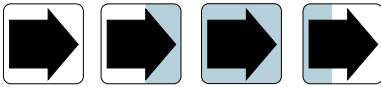
### My department / manager approved this submission and presentation at the CIPMM National Workshop.

Name of the person who approved the submission:

Job Title of the person who approved the submission:

Signature:

Date:



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**Presentation Title** *(As it should appear in promotional materials)*

**Presentation Description**

**Presenter's Biography / Background Information**

**Submit this form to [admin@cipmm-icagm.ca](mailto:admin@cipmm-icagm.ca)**