

Canadian Institute
for Procurement
and Materiel
Management

Institut canadien
d'approvisionnement
et de gestion
du matériel

CALL FOR PRESENTATIONS

Deadline to submit: November 15th, 2024

2025 CIPMM ANNUAL NATIONAL WORKSHOP

June 3-5, 2025 | 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 2025 CIPMM Annual National Workshop!

Important Deadlines

7 October 2024 – Call for Presentations Opens

15 November 2024 – Deadline to submit the Proposal

2 December 2024 – Notification of Acceptance

9 May 2025 – 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;
- **Share lessons** learned with your peers;
- Receive a **1-day complimentary pass** CIPMM Annual National Workshop for the day of presentation.

General Submission Guidelines

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

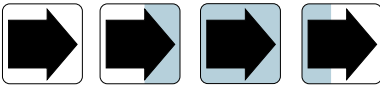
- CIPMM does not pay per diem, honoraria or any travel expenses associated with presenting at the Workshop or attending the Workshop.
- Complimentary one-day passes are limited to 2 presenters / passes per session. Additional presenters will require to seek approval from the Organizing Committee Co-chairs. 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 materials in both English and French by the required deadline. Federal Government presenters are encouraged to consult the [Official Language's Commissioners website](#) for additional resources for ensuring bilingualism in presentations.



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Presenter

Name:

MY PRONOUNS ARE (optional):

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

Indicate the preferred duration of your session: 45 minutes 60 minutes

Approach to Presentation:

Practical exercises

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

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

Case studies

Panel discussions

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

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

TED Talks style

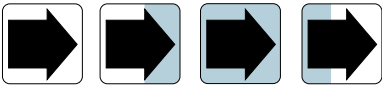
My department / manager approved this submission and presentation at the CIPMM National Workshop.

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)*

Describe the Target Audience

Please specify the expected knowledge / expertise level of your audience for this session (e.g. beginner, intermediate, advanced). If applicable, provide any additional information on the ideal attendee profile for your session (e.g. senior managers, technical staff, policymakers, etc)

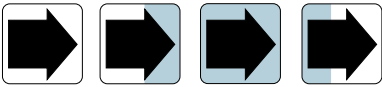
Describe the Relevant Fields or Sectors

Which fields or sectors does your session cater to (e.g. procurement, materiel management, policy development, public sector, private sector, soft skills, etc.)?

List the Key Learning Outcomes for your Session

What knowledge, skills, or competencies should attendees gain by the end of your session? Please list up to 3-5 specific outcomes.

Submit this form to admin@cipmm-icagm.ca



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Presentation Description

Presenter's Biography / Background Information

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