



# 2019 Call for Session Proposals FAQs

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### 1. For which events in 2019 are NMHC accepting session proposals?

Session proposals are being accepted for the 2019 NMHC Student Housing and OPTECH conferences; information about the event is located below. NMHC does not use the call for proposal process for any other NMHC conferences, forums or meetings but does accept speaker volunteers. Please visit the [Speaker Volunteer webpage](#) for more information.

#### [NMHC Student Housing Conference](#)

October 14-16, 2019 | Chicago Marriott Downtown Magnificent Mile, Chicago, IL

#### [NMHC OPTECH Conference & Exposition](#)

November 11-13, 2019 | Hilton Anatole, Dallas, TX

### 2. How do I submit a session proposal for OPTECH?

- All proposals must be submitted via the NMHC website at: [www.nmhc.org/callforproposals](http://www.nmhc.org/callforproposals).
- Applications can be saved as a draft.
- **Applications will be accepted until March 29, 2019.**
- A separate application is required for each conference.
- No more than two entries per conference may be submitted per applicant.
- Incomplete applications will not be considered.
- Fields marked with an asterisk (\*) are required.
- **Final selections will be determined and notified no later than June 15, 2019.**
- Proposals should not be considered approved until you have received confirmation from NMHC.

### 3. How can I improve the chances of my proposal being accepted to a conference program?

You can improve the likelihood of your proposal's acceptance by following the guidelines listed below:

- **Review** the website for conference information and past agendas to learn more about the event.
- **Understand** your audience and create content at an appropriate level (both NMHC conferences are targeted at senior-level corporate professionals).
- **Assure** the completed proposal is clearly written and offers timely and relevant information to the conference's audience.

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- **Create** a proposal that is educational and balanced in nature, presenting a diversity of opinions, perspectives, viewpoints, roles and companies.
- **Avoid** self-promotion or advertising for specific companies, products/services or technologies; such proposals are usually quickly deemed a sales pitch and discarded by reviewers.
- **Consider** panelists with a new or fresh perspective, including those from outside of the industry.
- **Confirm** that any proposed speaker is willing and able to take part in the session. Proposals that are submitted without the knowledge of proposed speakers are subject to immediate rejection; approved proposals with speakers who did not agree to present are subject to cancellation.
  - **Note** that NMHC strives to provide a diversity of viewpoints by not having a conference presenter speak at more than one session and attempts to limit company representation to 3-4 speaking slots per company. This may lead NMHC to request changes to your proposed speaker list.

### 4. Who will review my proposal?

Session proposals will be reviewed and ranked by a Planning Committee consisting of NMHC members with expertise in core topics and NMHC staff. More information about conference planning committees can be found on the NMHC website.

### 5. What criteria will be used to review my proposal?

The Planning Committee and NMHC staff will review and select proposals based on the following criteria:

- Timeliness and relevance of the topic for meeting attendees.
- Clarity of the description, learning objectives and specific takeaways attendees can apply to their business.
- Appropriate content depth and scope for the time allotted for the session.
- Appropriate level of discussion for high-level strategic-minded industry professionals.
- Quality and experience of the speakers; preference will be given to presenters who did not speak at the 2019 conference.
- If the presentation provides a discussion format that is engaging and interactive.
- A fresh and new perspective compared with past programs and other proposals received on the topic.

### 6. How will I know if my proposal has been accepted?

If your session proposal is accepted by the Planning Committee and NMHC staff for the 2019 conference agenda, you will be notified by NMHC **no later than June 15, 2019**. Due to the high volume of applications we receive, we will contact only those whose sessions we have approved; please do not contact NMHC for status updates. If there is a delay in the review process that leads to a delayed notification deadline, the revised deadline will be communicated to all proposal applicants.

### 7. What happens after my proposal is accepted?

NMHC staff will notify proposer of full or tentative proposal acceptance.

If proposals are accepted exactly as submitted, they will receive full approval and the session facilitator should proceed with session planning (facilitator responsibilities are listed below).

In other cases, the Planning Committee will offer tentative approval of a proposal with some suggested changes, or they may recommend blending two sessions in to one. In those cases, NMHC will contact the applicant(s) to discuss how the proposal(s) can be strengthened to address planning committee feedback, hopefully leading to full approval.

Also, note that the agenda for each conference is fluid until it is finalized. Changes to the agenda as well as changes to the composition of the session panel may lead to elimination or revision of a session AFTER receiving full approval of the planning committee and NMHC staff.

As part of the call for proposals process, NMHC reserves the right to shorten a presentation, change the session type, title, or description, increase and/or reduce the number of presenters, select alternative presenters from among those proposed, and/or combine the submitted proposal with other proposals, at their sole discretion.

### 8. If my proposal is accepted, what should I do next as the session facilitator?

If your proposal has received full approval, the session facilitator should:

- **Confirm** session panelists with NMHC within two weeks of notice of acceptance. NMHC will assist in panelist placement upon request.
- **Facilitate** pre-conference session planning conference calls. This includes notifying NMHC of any changes to the proposed session description resulting from session planning conversations as well as any concerns relating to the session or the session speakers.

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- **Notify** NMHC immediately if accepted presenters are not able to attend the session or the conference, or if a presenter's employment changes. Any replacement presenters must be approved by NMHC program staff who reserve the right to modify or cancel any session based on any change in presenter or presenter status.

If your proposal received tentative approval, the session facilitator should:

- Work with NMHC to address planning committee recommendations about the proposal.
- If the proposal is successfully revised to address planning committee comments and receives full approval, the session facilitator should begin the process outlined above for fully approved proposals.

### 9. If my proposal is accepted, what are the responsibilities of approved session speakers?

- All approved speakers will be given complimentary conference registration and will be registered by NMHC.
- It is the sole responsibility of the speakers to arrange for travel and lodging.
- All confirmed speakers must complete an '*NMHC Audiovisual and Speaker Consent Form*' and provide a current bio and headshot. NMHC will share form portals upon confirmation of session.
- The speaker shall recognize he/she is acting on behalf of NMHC as a trusted agent in professional relations and shall implement his/her responsibilities in the most competent manner while exercising good judgment and professional practice.
- The speaker agrees to maintain and enhance the dignity, status, competence and professional standards of NMHC.
- NMHC aims to present a paperless conference, all presentation slides, papers, and handouts will be included in the electronic conference proceedings and the NMHC mobile event app with speaker permission. As such, presenters are discouraged from distributing any printed collateral at the conference.
- All presentations must be delivered to NMHC Meetings no less than a week prior to the conference.

Thank you for your interest in NMHC programs. If you have any additional questions about the call for proposal process, please contact [programs@nmhc.org](mailto:programs@nmhc.org).