



## CALL FOR PRESENTATIONS PROPOSAL

**Deadline: February 21, 2020**

The TOAL Program Committee seeks volunteers to present and lead educational breakout sessions at the TOAL Annual Meeting to be held September 27–30, 2020 at the Embassy Suites in Denton, Texas.

TOAL members and interested individuals are invited to share their innovative solutions and expertise on topics related to procurement, contract execution and management, risk management, vendor management, strategic sourcing, technology, or similar topics.

Presenters are encouraged to use audio-visual equipment, provide handouts, and allow time for audience interaction. All sessions are 60 minutes in length and typically 10-15 minutes is provided for audience interaction. Presenters are welcome to co-present with other procurement staff or vendors. If vendors co-present, the session should not be a sales pitch but should showcase an innovative collaboration with the primary presenter's institution.

**Please complete the attached presentation proposal and submit to Robby Bounds**, Texas A&M University, TOAL First Vice President, at [rbounds@tamu.edu](mailto:rbounds@tamu.edu). All submissions should include a description of the session and biographical information along with the names and affiliations of all anticipated co-presenters. The presentation summary (100-words maximum) and learning objections will be used by the committee in developing the program.

TOAL welcomes new presenters and would be glad to mentor someone developing their presenting skills.

### **Please Note:**

- All submissions will be reviewed by the TOAL Program Chair for relevance to the industry;
- TOAL reserves the right to request changes in the content and to edit the session title;
- TOAL reserves the right to reproduce, distribute, and post on the website all presentation material;
- Presenters are responsible for making their own travel and hotel arrangements and any costs incurred with attending or presenting at TOAL, including registration fees;
- Presenters WILL be required to submit presentation materials electronically three (3) weeks prior to the TOAL Annual Meeting so that sessions can be approved by various accreditation groups; and
- Session times and room assignments are determined by TOAL; however, every effort will be made to accommodate requests.

<b>Name:</b>			
<b>Institution:</b>			
<b>Co-presenter Name:</b>			
<b>Co-presenter Affiliation:</b>			
<b>Address:</b>			
<b>Presenter's E-mail:</b>		<b>Presenter's Phone</b>	
<b>Co-presenter's E-mail:</b>		<b>Co-presenter's Phone:</b>	

**Presentation Title:**

**Presentation Subject and Learning Objectives (must provide three (3) objectives):**

**Presentation Summary (100 word maximum - please attach a word document if you need more space):**

**Biographical Information:**

**Previous Speaking and/or Training Experience:**

Do you require a projector?  Yes  No

Do you require a Wi-Fi?

Yes  No