



Society of Government Meeting  
Professionals

# CHARTING THE COURSE

**2025 National Education Conference  
St. Louis, Missouri**

2025 SGMP NEC Call for Speakers

Call for Speaker Submission form for NEC

## **BACKGROUND INFORMATION**

The 43rd annual SGMP National Education Conference & Expo will be held May 6-8, 2025, at the St. Louis Union Station Hotel in St. Louis, Missouri. All educational sessions will take place May 7-8 (selected sessions may be repeated). This is the single largest gathering of government meetings professionals every year, and we are excited to be providing the best education in government meeting planning to our members in a beautiful location.

Your application must be received no later than 5:00pm EST, November 29, 2024. Late submissions will not be accepted.

## **EDUCATIONAL SESSIONS SUMMARY**

We are offering fifteen (15) breakout sessions and two (2) keynotes.

Educational sessions at the 2025 conference will be 50 or 80 minutes in length and will be presented by a mix of current members and professionals in the industries of government meeting planning, hospitality management, marketing, and logistics. All educational sessions should be focused on **government meetings** and must fit within at least one of SGMP's twelve (12) educational core competencies. The topics are listed on the next page(s).

## **Application Instructions**

This survey form serves as the application. Please complete and submit this application by **5pm Eastern time no later than November 29, 2024**. Applications will not be accepted after the deadline. Incomplete applications will be deleted. You must complete this application to be considered for a speaking opportunity at the NEC.

## **Speaker Expenses**

**Please make sure you agree with the compensation offered before you submit this application.**

Speakers (non-SGMP members) will receive an honorarium of \$1,000 plus two nights lodging at the conference hotel, and conference registration. No additional expenses will be covered. Non-SGMP member speakers will be required to make their own travel arrangements. SGMP will not pay for travel.

SGMP will make hotel reservations via rooming list.

If non-SGMP member speakers are requested to make more than one presentation, an additional \$200 honorarium per session will be paid.

In accordance with SGMP Policy AC-3, SGMP members presenting programs at the National Education Conference may receive no more than \$200 TOTAL (total amount, not per session amount) honorarium to go towards conference registration, airfare, and/or lodging. Conference registration and lodging ARE NOT included.

Supplier or Contract Planner members whose primary services to the government meetings market is education-related (training or speaking) will receive the \$1,000 honorarium.

**\* 1. Demographics**

Name	<input type="text"/>
Street Address	<input type="text"/>
Street Address 2 (type None if N/A)	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
Mobile Number	<input type="text"/>
Email Address	<input type="text"/>
Website Address (Type None if N/A)	<input type="text"/>
Other - LinkedIn, Twitter, Etc. (Type None if N/A)	<input type="text"/>

**\* 2. Do you give permission for SGMP to share your email address and website link to conference attendees, on the conference APP, etc.?**

- Yes
- No

Additional information?

**\* 3. Are you a current member of SGMP?**

- Yes
- No

**\* 4. Please include your bio as you would like it to appear in the conference guide (all bios will be reviewed and edited by staff; no bio will exceed 100 words):**



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# CHARTING THE COURSE

**2025 National Education Conference  
St. Louis, Missouri**

2025 SGMP NEC Call for Speakers

Select the Topic for Your Session

\* 5. Program material must cover one of the 12 competencies. Please select the competency covered in your presentation. Please be aware that there are only three opportunities for Personal and Professional Development. We are always looking for applications in other competencies.

- Education & Programming** - Topics in this Core Competency include setting goals and objectives, speaker and program selection, diversity, equity and inclusion, entertainment, evaluations, marketing, planning around religious holidays, VIPs, volunteers, and working with the military.
- Ethics** - Government employees, contractors, and suppliers must be aware of the various boundaries, guidelines, and policies that apply to government meeting professionals. Topics may include the application of ethical boundaries in decision-making to protect the meeting professional and their agency or organization such as code of conduct, conflict of interest, prohibited source, familiarization tours, and vendor selection.
- Facilities & Services** - Topics include working with meeting venues (hotels), convention and visitors bureaus, citywide events, international meetings, site selection, food and beverage, BEOs, onsite management, green meetings, sustainability, and working with Federal facilities.
- Financial & Contract Management** - Topics include negotiating rates and improving the cost-effectiveness of government meetings, the requirements for procurement in the government, contract language, sponsorships, negotiations, government per diem rates, attrition, cancellation, force majeure, negotiations, Sam.gov, and purchase orders.
- Logistics** - Topics include government request for proposal process and requirements, site inspection and site selection, room setup, insurance requirements, security, risk management, and shipping and transportation.
- Personal and Professional Development** - These topics include change management, motivation, supervision, delegation, empowerment, mentoring, listening skills, and relationship building.
- Protocol** - Important protocol areas to consider include titles, diplomatic and corporate gifts, flag protocol, precedence, seating, VIPS and guests.
- Technology** - These topics will familiarize you with the current technologies available to government meeting professionals including AV for meetings, hybrid meetings, virtual meetings, social media, security, and website ADA compliance.
- Federal, State & Local Travel** - Government planners must keep up with current per diem rates, new Congressional rules about government travel, and streamlining the government meeting in terms of travel costs. Some important travel areas to consider include, but are not limited to: Fed Rooms, Government travel credit cards, lodging, meals, per diem rates, temporary duty, and transportation.
- Diversity, Equity, Inclusion, & Belonging** - Diversity, Equity, Inclusion, and Belonging (DEIB) are concepts that collectively contribute to enhancing morale, engagement, productivity, success, and innovation within the workplace and include diversity, equity, inclusion, belonging and ADA.
- Business Management** - Business management is the practice of overseeing and coordinating various activities within an organization to achieve goals efficiently. To be a good business manager, you need a combination of skills, competencies, and qualities, and includes work ethic, goal-oriented, industry knowledge, positive & inspirational, and communication skills.
- Leadership** - An effective business leader embodies several key qualities that enable them to guide their organization toward success. Leadership is not just about authority; it's about inspiring others, fostering collaboration, and achieving collective success. It includes self-confidence, leading by example, a positive attitude, and avoiding micromanagement, among other elements. This includes self-awareness, respect, compassion, vision, communication, learning agility, collaboration, influence, integrity, courage, gratitude, and resilience.

\* 6. Presentation Type (Select one or both)

- Keynote
- Breakout

\* 7. What is the proposed title of your presentation? SGMP and speaker will work together to confirm the final session title (Limit 100 characters)

\* 8. Please include a brief description of your presentation (not to exceed 100 words).

\* 9. Please list three (3) learning objectives or "take-aways" from your presentation.

1.

2.

3.

\* 10. Please indicate if this session is for Planners, Suppliers, or Both

- Planners  
 Suppliers  
 Both Planners and Suppliers

\* 11. Would you be willing to tape/film a one minute video promoting your session before the conference?

- Yes  
 No

\* 12. If SGMP videos the education sessions, do you give permission to have your session videotaped?

- Yes**, I give permission to have my session taped.  
 **No**, I do not give permission to have my session taped.

13. SGMP will provide LCD projector, screen, slide advancer, and microphone. Please indicate if you require the following (It may not be possible to honor onsite requests / changes):

- Wireless Internet  
 Sound from laptop  
 Other - Please Specify

14. Session rooms are set based on room capacity, anticipated number of attendees, social distancing, etc. These include banquet rounds, crescent rounds, classroom, etc. If you require a special set up, please indicate below.

15. Have you spoken at the SGMP NEC & Expo in the last 3 years? If so, where and what year? If not, please answer no.

\* 16. References: Please list up to three previous speaking engagements you presented at. Include when and for whom. Put N/A if none.

\* 17. Additional Information

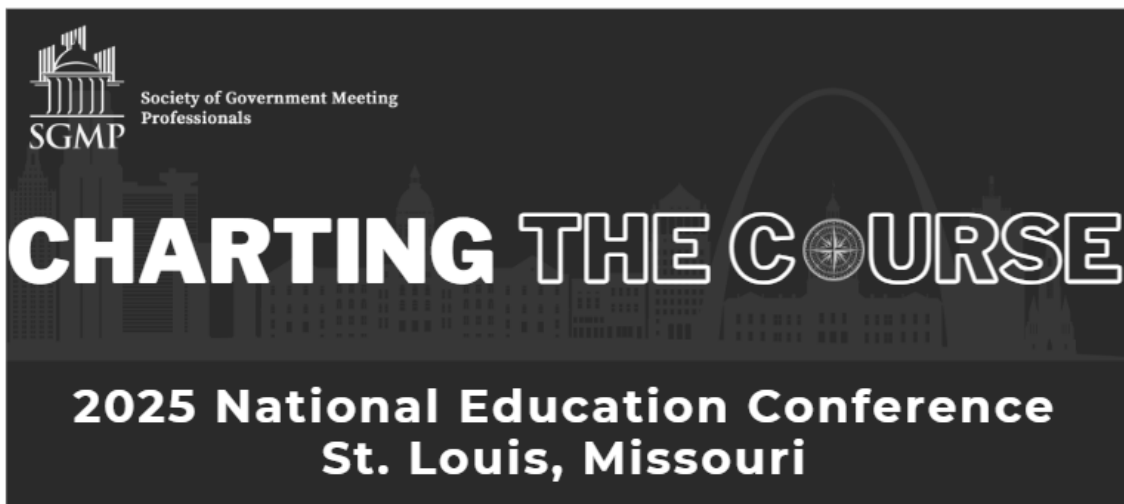
Informative, entertaining and interactive sessions will be given preference. Please use this space to describe why your session should be chosen. Additional information about your session can be shared here.

Response is limited to 1000 characters.

\* 18. Do you want to submit another session topic?

Yes

No



2025 SGMP NEC Call for Speakers

2nd Session Proposal

\* 19. Program material must cover one of the 12 competencies. Please select the competency covered in your presentation. Please be aware that there are only three opportunities for Personal and Professional Development. We are always looking for applications in other competencies.

- Education & Programming** - Topics in this Core Competency include setting goals and objectives, speaker and program selection, diversity, equity and inclusion, entertainment, evaluations, marketing, planning around religious holidays, VIPs, volunteers, and working with the military.
- Ethics** - Government employees, contractors, and suppliers must be aware of the various boundaries, guidelines, and policies that apply to government meeting professionals. Topics may include the application of ethical boundaries in decision-making to protect the meeting professional and their agency or organization such as code of conduct, conflict of interest, prohibited source, familiarization tours, and vendor selection.
- Facilities & Services** - Topics include working with meeting venues (hotels), convention and visitors bureaus, citywide events, international meetings, site selection, food and beverage, BEOs, onsite management, green meetings, sustainability, and working with Federal facilities.
- Financial & Contract Management** - Topics include negotiating rates and improving the cost-effectiveness of government meetings, the requirements for procurement in the government, contract language, sponsorships, negotiations, government per diem rates, attrition, cancellation, force majeure, negotiations, Sam.gov, and purchase orders.
- Logistics** - Topics include government request for proposal process and requirements, site inspection and site selection, room setup, insurance requirements, security, risk management, and shipping and transportation.
- Personal and Professional Development** - These topics include change management, motivation, supervision, delegation, empowerment, mentoring, listening skills, and relationship building.
- Protocol** - Important protocol areas to consider include titles, diplomatic and corporate gifts, flag protocol, precedence, seating, VIPS and guests.
- Technology** - These topics will familiarize you with the current technologies available to government meeting professionals including AV for meetings, hybrid meetings, virtual meetings, social media, security, and website ADA compliance.
- Federal, State & Local Travel** - Government planners must keep up with current per diem rates, new Congressional rules about government travel, and streamlining the government meeting in terms of travel costs. Some important travel areas to consider include, but are not limited to: Fed Rooms, Government travel credit cards, lodging, meals, per diem rates, temporary duty, and transportation.
- Diversity, Equity, Inclusion, & Belonging** - Diversity, Equity, Inclusion, and Belonging (DEIB) are concepts that collectively contribute to enhancing morale, engagement, productivity, success, and innovation within the workplace and include diversity, equity, inclusion, belonging and ADA.
- Business Management** - Business management is the practice of overseeing and coordinating various activities within an organization to achieve goals efficiently. To be a good business manager, you need a combination of skills, competencies, and qualities, and includes work ethic, goal-oriented, industry knowledge, positive & inspirational, and communication skills.
- Leadership** - An effective business leader embodies several key qualities that enable them to guide their organization toward success. Leadership is not just about authority; it's about inspiring others, fostering collaboration, and achieving collective success. It includes self-confidence, leading by example, a positive attitude, and avoiding micromanagement, among other elements. This includes self-awareness, respect, compassion, vision, communication, learning agility, collaboration, influence, integrity, courage, gratitude, and resilience.

\* 20. Presentation Type (Select one or both)

- Keynote
- Breakout



\* 21. What is the proposed title of your presentation? SGMP and speaker will work together to confirm the final session title (Limit 100 characters)

\* 22. Please include a brief description of your presentation (not to exceed 100 words).

\* 23. Please list three (3) learning objectives or "take-aways" from your presentation.

1.

2.

3.

\* 24. Please indicate if this session is for Planners, Suppliers, or Both

- Planners  
 Suppliers  
 Both Planners and Suppliers

\* 25. Would you be willing to tape/film a one minute video promoting your session before the conference?

- Yes  
 No

\* 26. If SGMP videos the education sessions, do you give permission to have your session videotaped?

- Yes**, I give permission to have my session taped.  
 **No**, I do not give permission to have my session taped.

27. SGMP will provide LCD projector, screen, slide advancer, and microphone. Please indicate if you require the following (It may not be possible to honor onsite requests / changes):

- Wireless Internet  
 Sound from laptop  
 Other - Please Specify

28. Session rooms are set based on room capacity, anticipated number of attendees, social distancing, etc. These include banquet rounds, crescent rounds, classroom, etc. If you require a special set up, please indicate below.

\* 29. Additional Information

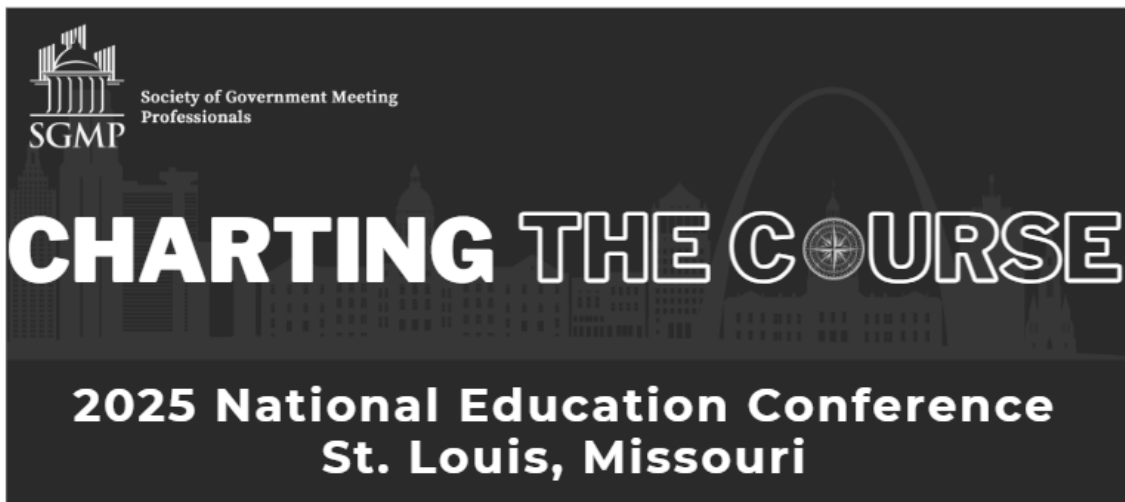
Informative, entertaining and interactive sessions will be given preference. Please use this space to describe why your session should be chosen. Additional information about your session can be shared here.

Response is limited to 1000 characters.

\* 30. Do you want to submit another session topic?

Yes

No



2025 SGMP NEC Call for Speakers

3rd Session Proposal

\* 31. Program material must cover one of the 12 competencies. Please select the competency covered in your presentation. Please be aware that there are only three opportunities for Personal and Professional Development. We are always looking for applications in other competencies.

- Education & Programming** - Topics in this Core Competency include setting goals and objectives, speaker and program selection, diversity, equity and inclusion, entertainment, evaluations, marketing, planning around religious holidays, VIPs, volunteers, and working with the military.
- Ethics** - Government employees, contractors, and suppliers must be aware of the various boundaries, guidelines, and policies that apply to government meeting professionals. Topics may include the application of ethical boundaries in decision-making to protect the meeting professional and their agency or organization such as code of conduct, conflict of interest, prohibited source, familiarization tours, and vendor selection.
- Facilities & Services** - Topics include working with meeting venues (hotels), convention and visitors bureaus, citywide events, international meetings, site selection, food and beverage, BEOs, onsite management, green meetings, sustainability, and working with Federal facilities.
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- Personal and Professional Development** - These topics include change management, motivation, supervision, delegation, empowerment, mentoring, listening skills, and relationship building.
- Protocol** - Important protocol areas to consider include titles, diplomatic and corporate gifts, flag protocol, precedence, seating, VIPS and guests.
- Technology** - These topics will familiarize you with the current technologies available to government meeting professionals including AV for meetings, hybrid meetings, virtual meetings, social media, security, and website ADA compliance.
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\* 32. Presentation Type (Select one or both)

- Keynote
- Breakout

\* 33. What is the proposed title of your presentation? SGMP and speaker will work together to confirm the final session title (Limit 100 characters)

\* 34. Please include a brief description of your presentation (not to exceed 100 words).

\* 35. Please list three (3) learning objectives or "take-aways" from your presentation.

1.

2.

3.

\* 36. Please indicate if this session is for Planners, Suppliers, or Both

- Planners
- Suppliers
- Both Planners and Suppliers

\* 37. Would you be willing to tape/film a one minute video promoting your session before the conference?

- Yes
- No

\* 38. If SGMP videos the education sessions, do you give permission to have your session videotaped?

- Yes**, I give permission to have my session taped.
- No**, I do not give permission to have my session taped.

39. SGMP will provide LCD projector, screen, slide advancer, and microphone. Please indicate if you require the following (It may not be possible to honor onsite requests / changes):

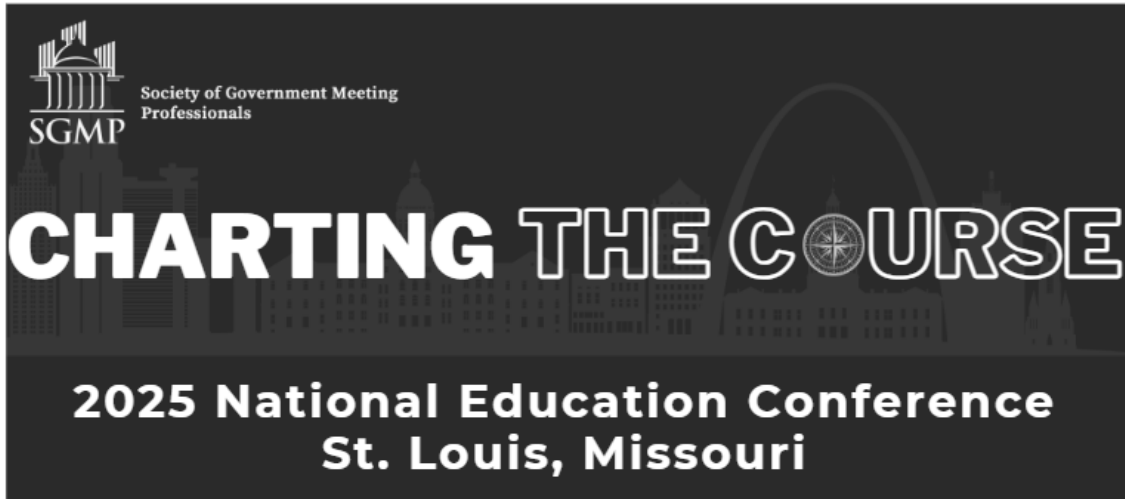
- Wireless Internet
- Sound from laptop
- Other - Please Specify

40. Session rooms are set based on room capacity, anticipated number of attendees, social distancing, etc. These include banquet rounds, crescent rounds, classroom, etc. If you require a special set up, please indicate below.

\* 41. Additional Information

Informative, entertaining and interactive sessions will be given preference. Please use this space to describe why your session should be chosen. Additional information about your session can be shared here.

Response is limited to 1000 characters.



2025 SGMP NEC Call for Speakers

Verification

\* 42. Please read all the information below and click the box below to confirm that you have read, understand, and accept the terms and conditions upon completion of the application.

**Distribution of Call For Speakers**

This Call for Speakers is being sent to all SGMP members and speakers who have presented in the past, and is being provided to speakers who have expressed interest in presenting at the SGMP National Education Conference & Expo.

**Keynote Speaker Selection**

Educational session speakers will be reviewed by the Gilmer Institute of Learning Trustees, and final selections will be made by the National Board. Selection may be based on presentation style, topic, relevance, and core competency.

**Educational Session Speakers Selection**

Educational session speakers will be reviewed by the Gilmer Institute of Learning Trustees, and final selections will be made by the National Board. Speaker selection may be based on the core competency being presented and the speaker’s experience working with the hospitality industry or in government meetings. Past experience working with SGMP may be considered but is not necessary. Speakers will be notified no later than ??????, 2025, if they have been selected to present at the 2025 NEC.

**Speaker Benefits**

Speakers will be provided with increased visibility and credibility as a subject matter expert within the government meeting profession and will benefit from the opportunity to share ideas, knowledge, and experience with government meeting professionals.

**Speaker Expenses**

Please make sure you agree with the compensation offered (detailed on Page 1, **Speaker Expenses**) before you submit an application.

**Speaker Materials**

Presentations and handouts will be made available on the SGMP website and conference APP for participants to view during the conference and download after the conference. Speakers are responsible for the cost and delivery of any handouts they wish to provide for the education sessions.

**Article**

*Upon request, speakers agree to provide a 300 word pre-session article relating to their topic by December 31, 2024, which may be utilized in SGMP's national or chapter publication and website.*

**Permissions**

If chosen, speaker confirms that they understand and give SGMP permission to publicly post any presentations and/or handouts. Copyrighted materials may not be included unless express permission is obtained from the speaker. *These presentations are posted for viewing; chapters are not authorized to use these presentations at chapter meetings.*

Speaker agrees to indemnify and hold SGMP harmless against any claims relating to copyright infringement.

- I agree that I have read and understand the above statement, specifically regarding compensation, AV equipment, and posting of presentations and handouts and copyrighted material as appropriate.