

Abstract Submission Process

Prepare an abstract and indicate how you want to share your know-how and experience in Facility Management taking into account the following elements. Indicate very clearly in each area your contribution to the audience.

Relevance of the topic to the FM industry

Topics can range from subjects around building and portfolio management, space and workplace management, hard and soft services, technology, sustainability and financial management, as well as the interrelations between them.

Relevance of the topic to the 'Collaboration' theme

The topic/content of the abstract should have a clear link to the general theme.

Quality of the content

Your description of content should provide tangible references to sources used and your own experience. It should clearly explain the topics addressed and their relevance.

Background of the speakers

We invite speakers from all professional backgrounds, such as FM practitioners, demand management representatives, professionals from the built environment, service providers and research representatives, as well as HR, IT and finance. Your profile description should display relevant experience and/or knowledge around the subject presented.

Presentation/moderating skills

The talent and experience to speak for larger audiences, and in case of a workshop or debate, the skill to moderate and entertain a group of people, is valued.

Creative approach

We encourage speakers, workshop and debate organizer, to have a creative approach on the topic they want to cover.

All sessions should take 25 or 55 min. Please mention the duration of your session.

Also indicate the format you prefer:

- Plenary session
- Creative lab session
- Debate club session

In case of a Creative lab session, please indicate how you want the audience to be involved

In the case of Pitch, please be prepared to submit a 2 minute video.

(Any videos longer than 2 minutes will be automatically disqualified)

If you are submitting for a pitch, please send us your 2min pitch.

A content board will evaluate all proposals. Based on the criteria (see Submission of your abstract process), a shortlist of submissions will be asked to send in a 1 min video where they pitch their presentation, workshop or debate.

The final selection will be communicated by November 23.

To Submit:

1. Click "New user" to get started.
2. Create your profile by filling in all required fields and any of the optional fields that you can.
3. Once you have created a profile, a submissions tab will appear on the top right hand side of the page. You will receive an email from "etouches" letting you know that you have created a profile.
4. Click the submissions tab.
5. Under "Your Submissions" click "add new."
6. Complete all required questions and any of the optional questions that you can.
7. If you cannot complete your submission at this time, click "save & continue later" to finish at a later date. You will revisit your submission by returning to the link that was sent to you from your profile creation email. Please remember, the deadline for all submissions is November 9th.
8. If you are finished, please click "save & submit."