

# Tips for Completing the Presentation Proposal Form for the Institute for Supply Management™'s Annual International Supply Management Conference

## DO:

- Do identify only one **CURRENT STATUS** for each speaker as either an academic, a practitioner or a consultant. Someone who is currently a consultant or academic with prior practitioner experience is not **CURRENTLY** a practitioner.
- Do, in the **BRIEF DESCRIPTION**, provide an overview of your proposed content. You should make a statement as to why your presentation should be selected. The description should address issues of substantial content. Omit commentary.
- Do, in the **DETAILED DESCRIPTION**, take full advantage of the space provided to present enough detail to allow the reviewers to fully evaluate the quality and relevance of your presentation. Provide insight on the solutions you will provide not just the problems you intend to address. This space provides the opportunity to differentiate your presentation from the rest.
- Do complete the mandatory **PREVIOUS SPEAKING EXPERIENCE** section. If you do not have speaking experience, the system default indicates no speaking experience as follows:

What is the largest audience you have had in the past? 0 (zero)
- Do, in the **PREVIOUS SPEAKING EXPERIENCE** section, differentiate between conferences attended vs. conferences where you actually presented. We want to know only about those programs in which you made presentations.
- Do include a **BIOGRAPHY** and add any speaking experience information that may help the Conference Committee reviewers.
- Do sign and return the **RELEASE AGREEMENT**.

## DON'T:

- Don't assume the reviewers know you or your ability and experience. Complete all sections of the proposal form as completely and thoroughly as possible to allow for an effective and accurate review of your proposal.
- Don't identify yourself as a **CURRENT** practitioner if you are currently a consultant or academic with practitioner experience.
- Don't select more than one **CURRENT STATUS**. You should indicate your **PRESENT** status as either an academic, a practitioner or a consultant.
- Don't repeat your **BRIEF DESCRIPTION** in the **DETAILED DESCRIPTION**.
- Don't, for any section or question on the form, use comments such as "see attached," "see previous entry," "see previous proposal submission" or "to be submitted later." Each proposal form is reviewed separately. If you do not provide full information for each entry on a proposal, the reviewers will not see your responses.



ISM is a member of the International Federation of Purchasing and Supply Management (IFPSM)