

Sustainable Purchasing Leadership Council
2018 Summit Call for Proposal Sample Template

Presentation Title

All titles should be entered in Title Case. Please use capital letters to start the principal words.

Example: Seven Habits of Effective People

Presentation Types

Interactive Workshop (60 mins):

An interactive workshop should engage the participants actively in learning new information or techniques by stimulating creativity through collaborative work. Each workshop should feature expert guidance by presenters, real-world experience, and peer-to-peer dialogue and problem solving.

Full Panel Session (60 mins)

This presentation type is intended to be a moderated discussion, involving experts in a particular area of specialty. It is the responsibility of the submitter to find and organize both the presenters and moderator. Each panel session should be comprised of an introduction to the topic, a number of presentations on individual research projects or topics, and a final discussion and/or Q&A between the panelists and the audience.

Lightning Talk (10-15 mins + 5 mins Q&A)

The goal of a lightning talk is to present a case study, research report, or other information in a quick, insightful, and clear manner. SPLC will organize accepted lightning talks into 60-minute sessions in which several talks will be given on a theme. Submitters who wish to coordinate with other presenters should submit a Full Panel Session proposal.

Innovation Accelerator Roundtable Presentations (15 min presentation + 15 min of discussion)

This presentation should be designed to be given to a table of ten participants about an innovative project, initiative, big idea, or next/best practice, and be followed up by discussion. Each round of the Accelerator will be 30 minutes. The presenter can present for a *maximum* of 15 minutes before opening the floor to discussion. The presenter should be prepared to give their talk to two separate groups, as participants will switch tables after 30 minutes. Learn more about the [Innovation Accelerator's purpose and format](#).

Please note that Powerpoint and slide advancers will be available for all Panel Sessions, Lightning Talks, and Interactive Workshops. Powerpoint support **will not be available for Innovation Accelerator Roundtable Presentations, but you are welcome to use your personal laptop to show slides at your table.*

Sustainable Purchasing Leadership Council
2018 Summit Call for Proposal Sample Template

What type of presentation are you proposing?

- Interactive Workshop
- Full Panel Session
- Innovation Accelerator Roundtable
- Lightning Talk

Would you be willing to present as a Lightning Talk or a Roundtable, if that would increase your chances of being in the program?

- Yes/No

What will your Lightning Talk highlight?

- Case Study
- Research Report
- Best/Next Practices
- Tools
- Other
 - Other Lightning Talk Highlight: (enter text)

Themes & Subthemes

- **Sustainable Purchasing Program**
 - Sustainable Purchasing 101
 - Sustainable Purchasing Policy
 - Sustainability-related Spend Analysis
 - Providing Sustainable Purchasing Training/Education
 - Motivating Sustainable Purchasing/Behavior
 - Tracking Sustainable Purchasing
 - Benchmarking Sustainable Purchasing
- **Product Sustainability**
 - Product Evaluation
 - Circular Economy
 - Certifications & Standards
 - Integrating Product Info into eProcurement/eCatalogs/ERP
 - Product Ingredient Transparency
- **Supplier Sustainability**
 - Supplier Engagement/Development
 - Supplier Evaluation/Scorecarding
 - Supplier Diversity
 - Auditing for Supplier Compliance
 - Supply Chain Transparency/Traceability

**Sustainable Purchasing Leadership Council
2018 Summit Call for Proposal Sample Template**

- **Impact**
 - Issue-based initiatives that cut across categories and suppliers (e.g., climate, human rights, biodiversity, anti-corruption, etc)
 - Measuring the Social, Environmental, and Economic Impact of Sustainable Purchasing
 - The Business Case for Sustainable Purchasing

- **Policy & Regulatory Affairs**
 - Current Regulations Affecting Sustainable Purchasing
 - Current Policy Initiatives (national, state/province, local gov't)
 - Policy Advocacy
 - Global Policy Perspectives/Outlook
 - Multi-lateral Collaborations (UN, EU, etc)

- **Other**
 - Other Theme
 - Other Subtheme

Is this presentation about a specific product or service category?

If so, please select all that apply.

- n/a
- Chemically Intensive Products (e.g., Cleaning and Sanitizing Products, Building Maintenance Products, Landscaping and Grounds Maintenance Products, Personal Care Products)
- Construction and Renovation (e.g., Building design and construction, renovations and fit outs, leasing, furnishings)
- Electricity
- Food and Beverages for Food Services (e.g., food service operations, vending, concessions, catering)
- Garments and Linens
- IT Hardware and Services (e.g., personal computers, mobile phones, imaging equipment, televisions, data centers, etc.)
- Professional Services (e.g., legal, management consulting, public relationships, HR, financial, architecture, etc.)
- Transportation and Fuels (e.g., vehicle fleets, freight, last mile delivery services, travel, fuels)
- Wood and Agrifiber Products (e.g., lumber, MDF, office and janitorial paper products)
- Other
 - Other product:

Sustainable Purchasing Leadership Council
2018 Summit Call for Proposal Sample Template

Please list at least 3 - 5 learning objectives for this presentation using bullet points below.

Who should attend this presentation? Please select all that apply.

- Private sector purchaser
- Public sector purchaser
- Sustainability professionals
- Suppliers/Consultants
- Public interest advocates
- Certifiers/Standards developers
- Other Audience

Describe the level of the material to be presented:

- Introductory
- Intermediate
- Advanced

Presenter and Co-Presenter Information* (*All Information Below is Required*)

- First Name
- Last Name
- Email
- Phone Number
- Professional Title
- Organization
- Organization URL
- City, State, Country
- Speaking experience for both main presenter and co-presenters
 - Date, event, location, and topic of recent speaking engagements
 - Largest recent audience as a main presenter and as a co-presenter
- Biography (up to 150 words)
- Photo for ALL presenters listed. Photos should be 300px by 300px.
- Presenter Type (Please select all that apply.) *
 - Purchaser
 - Sustainability Professional
 - Academic
 - Public Interest Advocate
 - Supplier
 - Consultant

Sustainable Purchasing Leadership Council
2018 Summit Call for Proposal Sample Template

Brief Description

Please provide a formal 50-word description of the content of your proposed presentation. Avoid commentary. If selected for a lightning talk or innovation accelerator roundtable discussion, this description will be used in promotional materials to help attendees decide their session selections.

Presentation Description

Please provide a detailed description of the content of your presentation (250-word maximum). Please do not include commentary for the reviewers! Put that in the Session Outline below. If your proposal is selected for an interactive workshop or full panel session, this description will be used in conference publicity materials to assist attendees with their session selections.

Session Outline

Please describe the anticipated flow of the session and any interactive elements. This is also where you can provide additional comments about the content that reviewers should be aware of.

As part of the Summit's theme in 2018, SPLC will be highlighting presentations that evidence a business case. Will your presentation explicitly articulate a business case for the practices, tools, or solutions presented?

Yes/No

Describe the savings, payback, ROI, value creation, or other business case that will be presented.

Presenter Registration

If your presentation is accepted, all speakers presenting in your session will need to register by the deadline of February 16, 2018 at the discounted speaker rate of \$850 for a full-Summit pass, \$550 for Day 1 registration only or \$450 for Day 2 registration only.

Sustainable Purchasing Leadership Council
2018 Summit Call for Proposal Sample Template

Release Agreement

By signing below, I represent that my employer knows that I will be contributing to the SPLC (Sustainable Purchasing Leadership Council) 2018 Summit, that I am authorized by my employer to contribute and to sign this, that I have all of the rights necessary to grant the rights granted herein, and that if I have included in my contribution any materials in which another person or entity has rights, I have obtained written permission from that person or entity to use, copy, distribute, perform, record, publicly display and create derivative works from such materials, as well as the further right to grant such rights to SPLC.

As a contributor to the SPLC 2018 Summit, I grant SPLC the non-exclusive, royalty free and irrevocable right and license:

1. To use, copy, distribute, perform, record, publicly display and create derivative works from my presentation proposal form, presentation, presentation materials, and other documents related to my presentation, in all forms, including written, audio, video and other electronic media, whether now known or hereafter created. I further grant SPLC the right to edit such materials to the extent that SPLC deems such editing to be necessary.
2. To use my name, likeness, voice and biographical and other information concerning me solely in connection with the distribution, performance or public display of my presentation.
3. I further understand that all right, title and interest in and to the presentation and materials will be and shall remain my exclusive property, subject only to the license granted herein.

By entering my full name below, I hereby sign the release agreement above.