**2014 Speaker Timeline**

**Speaker Agreement Form Due July 31, 2014**

**Speaker Badge/AV Request Online Form Due July 31, 2014**

**Learning Assessment Questions Due July 31, 2014**

**Presentation Due August 22, 2014**

**NFMT Vegas Conference October 7-8, 2014**

For question on the above or any other matters concerning your participation in NFMT Vegas, please feel free to contact:

Amy Brown

414-228-7701 ext 458

amy.brown@tradepress.com

**General Information**

**About NFMT Vegas Conference and Expo:**

NFMT Vegas Conference and Expo provides free access to more than 65 top-quality facility management education sessions for over 1,750 attendees, as well as access to more than 150 top-suppliers in the exhibit hall. VP’s, directors and facility managers responsible for successful day-to-day operations for buildings across the country will network and learn together at this exciting event.

**About your audience:**

Last year, the event attracted more than 1,750 attendees to the two day conference and expo. With the educational sessions sponsored by *Building Operating Management* and *Facility Maintenance Decisions* magazines, the event will attract a diverse mix of professionals from commercial, government, educational, medical, hospitality, retail and institutional markets on a national scale.

 Job Titles include:

 Building Owners

 Developers

 Facility Managers

 Building Managers

 VP’s, Director and Managers of:

* Construction
* Building Operations
* Buildings and Grounds
* Energy
* Engineering
* Facilities
* Maintenance
* Physical Plant
* Property
* Security
* Architects
* Engineers

**Audience Level:**

Please make sure the audience level selected for you session is appropriate. The following guidelines will help to identify the appropriate level. The NFMT Vegas audience is made up primarily of intermediate or advance industry professionals.

Beginner Sessions: 0 – 5 years in the industry

Intermediate Sessions: 5 – 15 years in the industry

Advance: 15+ years in the industry

**Educational needs of NFMT Vegas Attendees:**

Typically well-versed in the many aspects of facility management, operations and engineering, attendees look for information presented in an anecdotal rather than academic or textbook manner. Q&A sessions are vital information exchanges and should be incorporated into your session; please allow 5-10 minutes of questions within your 50 minute presentation.

**Presenters needs at Facility Decisions:**

We strive to make this event the most enjoyable speaker experience possible by filling our conference rooms with exciting and eager attendees, giving you the tools you need to make an effective presentation and making the time you spend at our event stress-free. We hope you will take full advantage of all this conference has to offer.

 Here are some highlights:

 7 different educational tracks

 65 exciting and interesting conferences presentations

 Solutions Exchange- a round-robin discussion on over 20 relevant industry topics

 Over 150 exhibitors

 Networking Party

**Do I need to register for the event?**

Not through the traditional registration link, but please fill out the speaker badge and AV form online by July 31st. If this form is not returned, your badge will have limited information.

**What to do when I arrive at the conference?**

You will need to check in at the Speaker Ready Room (Tradewinds E in the Mandalay Bay North Convention Center) to receive your badge. This room will be monitored at all times so feel free to leave your personal belongings. Light refreshments will be provided for presenters. Also, this room will be equipped with A/V equipment if you would like to rehearse your presentation.

**Copy of Presentation:**

Our attendees will receive a link with electronic copies of the presentations after the event. Please submit an electronic copy of your presentation by August 22nd to amy.brown@tradepress.com. Feel free to submit in PPT or PDF, all formats will be changed into PDF.

**Presentation**

For your convenience and ease we have supplied you with generic NFMT Vegas PowerPoint template slides. You are not required to use these slides in any capacity. The template can be found on the NFMT Vegas speaker section of the website.

**Schedule**

**Tuesday, October 7th**

7:30a.m. - 4:00p.m. Speaker Ready Room Open- Room Tradewind E in North Convention Center

8:00 a.m. – 8:50 a.m. 1st Session

9:00a.m. - 9:50a.m. 2st Session

10:00a.m. – 10:50a.m. 3nd Session

11:00 a.m. – 11:50a.m. 4rd Session

Noon- 4:00 p.m. Exhibit Hall Open

3:00 – 4:00 Networking Party on the exhibit floor

4:00 – 5:00 p.m. Solutions Exchange

**Wednesday, October 8th**

7:30a.m.- 3:00p.m. Speaker Ready Room Open – Tradewind E in North Convention Center

8:00 a.m. – 8:50a.m. 1st Sessions

9:00a.m. – 9:50a.m. 2st Session

10:00a.m.– 10:50a.m. 3nd Session

11:00a.m.- 2:00p.m. Exhibit Hall Open

2:10p.m. – 3:00p.m. 4rd Session

3:10p.m. – 4:00p.m. 5th Session

**Hotel and Travel Information**

**Speakers are responsible for travel arrangements and expenses. Please use the link on the website to make your hotel reservations. The entire event will take place within the Mandalay Bay North Convention Center.**

**Hotel**

### Official Event Hotel

**Mandalay Bay Hotel and Casino**
702-632-7777

3950 Las Vegas Boulevard South

Las Vegas, NV 89119

Group Name: NFMT Vegas

**Transportation**

**Official Airlines:**

American Airlines

Phone: 1-800-443-1790

Ask for the NFMT Vegas Conference and Expo group rates

**Train:**

Amtrak

Phone: 1-800-872-7245

Amtrak offers a 10% discount off the lowest available fare to Las Vegas

**Parking:**

Mandalay Bay Convention Center parking lot is located on the south end of the building and can be accessed via Las Vegas Boulevard or Russell Road. Parking is complimentary