



REQUEST FOR PROPOSAL INFORMATION
Passport to the World
Vancouver 2010
October 24 - 27, 2010
Vancouver, British Columbia, Canada

Proposal Deadline: **Friday, April 30, 2010.** Please submit proposal online at the Executive MBA Council website: http://www.emba.org/conference_rfp.htm. The online RFP form is required. An email confirming receipt of your RFP will be sent to you shortly after submission.

Checklist:

- ✓ Submit online Request for Proposal form by **April 30, 2010**
- ✓ If your proposal is selected you will be notified by **June 11, 2010**
- ✓ Submit slides for post-conference display on council web site by **September 30, 2010.**
- ✓ Pay conference registration fees.

PRESENTER GUIDELINES & INFORMATION

Sessions are intended to be solution-oriented and designed to engage and educate attendees.

- **The session title should match its description.** Attendees should be able to discern the main topic of the session through its title. In addition, the description and presentation content should support the title.
- **Sessions are one hour in duration.** 30 minutes should be targeted for the presentation and 30 minutes for interaction with attendees (Q & A, discussion, etc.).
- **Sessions are repeated.** A second presentation is scheduled the same day as the first presentation to allow the maximum number of attendees to participate.
- **Sessions should offer diverse perspectives.** Presentations should contain information that is relevant for programs of differing sizes, located in different locations, public and private schools, partnerships, etc.
- **Sessions should consider the conference theme.** *Passport to the World* creates an opportunity to discuss the similarities and differences of how we handle issues and challenges in our diverse markets. We are looking for topics that relate to the following areas:

Admissions and marketing initiatives
Student services/operations
Financial and economic solutions
Curriculum innovations
Globalization initiatives
Personal development
Administrative models

1. AUDIO VISUAL EQUIPMENT/ROOM SET-UP

INTERNET ACCESS AND AUDIO SYSTEMS ARE NOT AVAILABLE IN THE SESSION ROOMS.

Each room is equipped with an LCD projector, screen, one wireless handheld microphone, one wireless lapel microphone, one wireless mouse, and lectern. Speakers should plan to bring their own laptop computers to access the LCD data projector. Room will be set classroom style.

2. REGISTRATION

If you are selected to present, you are required to register and pay the conference registration fee to participate in all activities.

3. HOTEL RESERVATIONS

Presenters are responsible for making their own hotel reservations at the Hyatt Regency Vancouver. Please see www.emba.org/conference_hotel.htm for reservation details. Note that presenters are responsible for their hotel expenses.

4. HANDOUTS

- In an effort to support more environmentally friendly, or greener, options, the council is working to reduce the size of packets at the conference. Please note that if you plan to use handouts during your session, you are responsible for bringing enough copies of them to the conference or making copies after you arrive.
- Email your electronic presentation to Karen Mc Lintock at kmclintock@earthlink.net no later than **Thursday, September 30, 2010.**
- Permission to use copyrighted materials must be included in any handout materials. The presenter agrees to indemnify the Executive MBA Council and hold it harmless against any claims relating to copyright infringement.

5. QUESTIONS

Questions about the Request for Proposal may be directed to:

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If you have problems with the online RFP submission form, please contact our web producer: Sean Luus at sean@gwsinc.us or 949.209.8815