



REQUEST FOR PROPOSAL INFORMATION
Oceans of Opportunity
Key Biscayne 2011
October 16 - 19, 2011
Key Biscayne, Florida

Proposal Deadline: **Friday, April 29, 2011.** Please submit your 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 29, 2011**
- ✓ If your proposal is selected you will be notified by **June 10, 2011**
- ✓ Submit slides for post-conference display on council website by **September 23, 2011.**
- ✓ Pay conference registration fees by **August 28, 2011**, to secure early bird rate.

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.** **Oceans of Opportunity** provides a forum 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, Marketing, and Recruitment Initiatives
Career Services
Student Services, Operations, and Administration Models
Globalization Initiatives
Curriculum Innovations/Pedagogy
Personal Development and Leadership
Financial and Economic Solutions
Other

1. AUDIO VISUAL EQUIPMENT/ROOM SET-UP

Each room is equipped with an LCD projector, screen, one wireless handheld microphone, one wireless lapel microphone, one wireless mouse, and lectern. Speakers should 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 Ritz Carlton – Key Biscayne, Florida. Please see www.emba.org/conference_hotel.htm for reservation details. Note that presenters are responsible for their hotel expenses.

4. HANDOUTS

- The Council is attempting to go greener. However, if you plan to use handouts during your session, bring printed copies of them to the conference.
- Your electronic presentation must be emailed to Karen Mc Lintock at kmclintock@earthlink.net by Friday, September 23, 2011.
- Permission to use copyrighted materials must be included in any handout material. 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 the webmaster: Sean Luus at sean@gwebinc.com or 949.528.6751.