



## RFMA 2024 Session Proposal Worksheet

We recommend that you complete this worksheet prior to submitting your online education session proposal through the online system. Completing this worksheet will enable you to gather the information needed from all parties involved in developing the education session presentation prior to inputting online.

**You WILL NOT be able to submit an incomplete online session proposal.**

- Please take the time to submit a thoughtful proposal that clearly articulates the intent of the session.
- As a fellow industry professional, you bring your own experiences and knowledge. When picking a topic, remember you are the subject matter expert and know what type of information needs to be presented to be successful.
- Proposals require clear and concise titles, concise and persuasive descriptions, and well-thought-out learning objectives/take-aways. If you use acronyms, make sure you spell out once in the description.
- Ensure that your submission reads well and is grammatically correct. A poorly written submission will be rejected.
- Sales pitches or direct or in-direct product promotion are not acceptable nor appropriate as part of RFMA conference education.
- You will be able to select a session length of either:
  - 8-minute RIF Talk (RFMA version of TED Talks)
  - 45-minute session
  - 2-to-3-hour in-depth workshop or training
- **All session proposals must be submitted electronically. Education session proposals for RFMA 2024 must be submitted by Friday, September 22, 2023.**
- Session proposals will be reviewed by RFMA's Conference Curriculum Committee. The committee is looking at the session proposals to see if content is timely, relevant, and targets restaurant facilities professionals.

### **SPEAKER INFORMATION**

*This information will be needed for each speaker within the presentation.*

Full Name:

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Credentials (if applicable):

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Title:

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Organization: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Company Website (if applicable): \_\_\_\_\_

What social media platforms do you utilize?

- ☐ Facebook
- ☐ LinkedIn
- ☐ Twitter
- ☐ Do not have social media

Are you a current RFMA member?    YES        NO

Have you submitted a proposal for any previous RFMA Annual Conferences?    YES        NO

In the past five years, have you presented at a RFMA Annual Conference? If so, check all that apply.

- ☐ RFMA 2023 San Antonio
- ☐ RFMA 2022 Nashville
- ☐ RFMA 2021 Charlotte
- ☐ RFMA 2020 Denver
- ☐ RFMA 2019 Austin
- ☐ Have not presented in the past five years

Have you presented at another conference before?    YES        NO

If YES, please list which conference, the subject matter and how many attended.

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Please describe your experience and expertise.

*You're encouraged to include any past teaching experience with RFMA or another organization and any feedback you may have received. If you have a video, please share link.*

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How many years of restaurant facilities experience do you have?

- ☐ 1-5
- ☐ 6-10
- ☐ 11-15
- ☐ 16-20
- ☐ 21-25
- ☐ 26-30
- ☐ 31+
- ☐ Unspecified

## **EDUCATION SESSION PROPOSAL INFORMATION**

*Please capture in 150 words the topic that will be covered.*

**Session Description:** (limited to 150 words)

- *Share the overall focus and goal of the education session, including key points.*
- *Your description should build on your title and should persuade attendees to attend.*
- *If selected, this description will be modified and used for marketing.*

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### **Session Learning Objectives/Key Takeaways**

- *Objectives set the direction of the session and keep the presentation moving and focused.*
- *To help bring the content to life and make it actionable, please clearly define how your session will support attendees in implementing and applying their learnings back at the office.*
- *Put the emphasis on participants acquiring skills, rather than simply receiving knowledge.*

Takeaway 1: \_\_\_\_\_

Takeaway 2: \_\_\_\_\_

Takeaway 3: \_\_\_\_\_

### **Session Flow/Instructional Design**

What is the format of the session? Please share specifically how your session will flow.

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**Session Length:**

- ☐ 8-minute RIF Talk (RFMA version of TED Talks)
- ☐ 45-minute Concurrent breakout session
- ☐ 2-to-3 hour in-depth workshop or training

**Target Audience:** (Check all that apply)

*While we know that people from many backgrounds may gain value from your proposed session, who is the primary audience that will most benefit from this session?*

- ☐ NEW Restaurant Facility Professional
- ☐ Mid-Level Restaurant Facility Management Professional
- ☐ Upper Management Restaurant Facility Professional
- ☐ Restaurant Franchisee Owner/Operator
- ☐ Restaurant Franchisee Facility Management Professional
- ☐ Vendor/Manufacturer

Explain how this session will meet the needs of the audience you've specified.

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**Target Education Level**

To what knowledge level is this proposal best suited?

- ☐ Fundamental
- ☐ Intermediate
- ☐ Advanced
- ☐ Executive

**Target Restaurant Facilities Topic Area**

- ☐ Air Quality
- ☐ Asphalt/Concrete
- ☐ Building Site Work
- ☐ Capital Planning
- ☐ CMMS
- ☐ Codes & Guidelines
- ☐ COVID-19
- ☐ Digital Facilities/Future of Facilities
- ☐ Disaster Management/Recovery

- ☐ DOAS Units
- ☐ EMS 101
- ☐ Energy Management
- ☐ Environmental Storm Water Management
- ☐ Equipment and/or Equipment Servicing
- ☐ Flooring
- ☐ Grease Traps and/or Grease Interceptors
- ☐ HVAC Systems
- ☐ Organics Waste Stream
- ☐ Preventative Maintenance & Cyclical Services
- ☐ Project Management
- ☐ Property Management
- ☐ Plumbing Systems
- ☐ Shared Utilities
- ☐ Supply Chain Management
- ☐ Sustainability
- ☐ Roofing
- ☐ Technology
- ☐ Vendor Relations Management
- ☐ Water Filtration
- ☐ Other: \_\_\_\_\_

### **Additional Information**

*List below anything else you would like RFMA's Conference Curriculum Committee to know about this education session proposal.*

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