

Proposal Template

This Proposal Template is ONLY to be used as a guide for submitting your content. You must submit your Proposal directly online. NO CONTENT SUBMITTED ON THIS TEMPLATE WILL BE ACCEPTED.

SUMMIT THEME



People Power: Fueling Human Connections

Place matters. Spaces matter. And the people who interact with – and in – those places and spaces matter even more. Corporate real estate professionals have the unique power to fuel those human connections, drive organizational success and corporate evolution throughout the built environment. The CoreNet Global Summit will focus on people-centric real estate decision making across all domains of the profession, including portfolio management and optimization, location strategy, risk management, workplace design, service delivery, employee experience, FM, ESG and DEI.

START A NEW PROPOSAL

Complete the Proposal Title and select a Proposal Type. Click 'Submit'.

Proposal Title: A proposal must have a short, specific presentation title (containing no abbreviations; do not use ALL CAPS) that indicates the nature of the presentation. - Total Characters: 100

Proposal Type: Select Proposal type from drop down. Click on link to View Proposal descriptions (shown below).

- o **Campfire** – A speaker-led, open conversation that focuses on driving a dialogue with attendees around a topic rather than offering a structured presentation.

- o **Case Studies with Audience Discussion** - The content should focus on real life examples of projects and provide opportunities for the delegates to understand what went well *and* lessons learned.
- o **Debate** – A constructive, moderated debate between opposing viewpoints, followed by Q&A.
- o **Engage Studio** – An activity-based session that facilitates interactive and creative learning techniques.
- o **Facilitated Roundtable Discussions** - The idea of the roundtables is to delve into the deeper issues of particular topics and focus on developing solutions, approaches, strategies, or innovative thinking. They demand interaction from all participants. Facilitators briefly introduce the topic and provide background information then pose questions to facilitate the discussion. The outcome is a collegial discussion and an exchange of ideas providing a range of perspectives and takeaways for participants.
- o **Future 20** – A 20-minute solo presentation highlighting new and emerging ideas.
- o **Other Formats** (If selected, you will be prompted to describe your unique session description.)
- o **Panels** - These sessions are opportunities to share topics of interest through an innovative, thought- provoking format that encourages audience participation. An example is point-counterpoint on controversial topics.

Click 'Submit' button at the top right corner to save your Proposal Title and Proposal Type.

TASK LIST

Please click on each task below to enter the requested information.

Once completed, the task will then appear with a large green check mark.

After you have completed all of the tasks below, click the "Save Proposal" button at the top right of the screen.

1. Create Proposal

Please complete the proposal information.

Subject Area: Please select up to 3 subject areas(s) that your proposal best fits.

How much time is needed for your presentation?

20 minutes, 40 minutes, 60 minutes, Other
If Other, please explain.

Proposal Description: Provide a description of your proposal that 1) builds upon the title and, 2) is as persuasive and concise as possible. - Total Characters: 1500

Describe what your audience will do during your presentation. It's important that you think through this and build in interaction that goes beyond Q&A at the end of a session. We are committed to building thoughtful discussions throughout the Summit to create a high level of attendee engagement. Prioritization be given to those sessions that demonstrate they are structured to have more audience engagement. - Total Characters: 5000

Provide URL for video of past presentation. You can place up to 3 separate URLs in the textbox. After you paste the URL, press 'Enter' so that each URL pasted will begin on a new line in the text box.

Comments - Total Characters: 1000

2. Key Takeaways

Provide 3 Key Takeaways that are clear, measurable, and achievable. Two key takeaways are required.

Key Takeaways: In this section, we are looking for well thought out and measurable results that will come from your presentation. They should focus on what the learner will be able to do after attending your presentation. The emphasis should be on the acquisition of skills, rather than simply receiving knowledge. Please list at least two, but no more than three measurable key takeaways; proposals will not be considered without valid Key Takeaways.

Key Takeaways are best expressed by using active verbs such as: identify, discover, practice, describe, chart, define, list, etc. For example: By the end of this presentation, participants will be able to identify key skills needed to influence change.

*Key Takeaway 1 – By the end of this presentation, participants will be able to: (Total Characters: 300)

*Key Takeaway 2 – By the end of this presentation, participants will be able to: (Total Characters: 300)

*Key Takeaway 3 – By the end of this presentation, participants will be able to: (Total Characters: 300)

3. Supporting Documents

Please complete the upload in this task. If you do not have anything to upload, please check the box indicating "I do not have anything to upload."

4. Speaker(s)

[Click link above to add speaker\(s\) to this submission.](#)

Don't forget:

- A proposal should, as often as possible, **feature speakers from other disciplines in addition to end- users/corporate occupiers as co-speakers if they are not the primary speaker.** You **MUST** complete all contact information for each speaker.
- CoreNet Global's Board and leadership have established **diversity, equity, and inclusion (DEI)** as a critical priority for the association. We strive to develop a program that truly represents our diverse community. We encourage you to consider how your proposal reflects or addresses diversity, equity, and inclusion (including subject matter, individuals of all identities, and demographic characteristics). Please note: Priority will be given to submissions that showcase diversity. CoreNet Global reserves the right to review and suggest speakers to ensure that our program is balanced and diverse.
- **Speakers can only be in *one breakout session/panel* at any given Summit. Learning theaters and technology playground do not count towards a breakout session.**
- At this point CoreNet Global does not envision being able to accommodate virtual speakers. Please ensure that any speakers put forth will be able to participate live in-person.

[Please create the list of speakers for this submission.](#)

Add New Speaker

To add a speaker:

Type the speaker's first name, last name, and email address.

Click 'Add Speaker.'

To complete a speaker's profile:

Click on the 'Edit Speaker' button to complete the profile.

A green check mark indicates a complete profile.

Once the profile is complete, click 'Save Speakers' to complete the task.

Speaker Profile:

Please complete the required fields noted with the red * and as much of the information as you can and then press the 'Continue' button.

- Name, job title, company name (Please provide company address if you have never attended a global Summit. We have to set up your profile if you are new to our system.)

- Work phone, cell phone, email address, title/position
- Credentials (Check Not applicable, if this does not apply.)
- Bio (total 800 characters)

Administrative Assistant

If you have an administrative assistant that you would like to be copied on submission emails, please add below. If not, check the “Not Applicable” box to the right of the screen.

Social Media Information

Please share your social media profiles.

- LinkedIn Profile URL (ex: <https://www.linkedin.com/in/corenet-global/>)
- Instagram URL (ex: https://www.instagram.com/corenet_global/)

5. SPEAKER REQUIREMENTS AND COMMITMENTS AGREEMENT

CoreNet Global convenes the corporate real estate profession and enables members and subject matter experts with a unique opportunity to contribute to the organization’s growing body of knowledge. The volume of submissions grows with each year, and therefore, content and speakers are selected carefully to ensure the right balance and diversity of offerings. Our focus as an organization is on optimizing the attendee experience and we know you will join us in making this the priority with your meaningful content contribution. It is an honor to speak at a Global Summit and with that honor come several requirements and responsibilities. Your commitment to adhere to these requirements is essential and we appreciate in advance your willingness to give of your time and expertise to advance the practice of corporate real estate.

1. Speakers must provide a short bio and picture for posting to the website/mobile app and for use in promotional materials - **ASAP**.
2. CoreNet Global will provide a Summit PowerPoint template which must be used for your presentation.
3. You must upload your final, completed presentation in advance of the Summit. You are giving CoreNet Global permission to post your presentation in our Knowledge Center and to use in other educational programs. Please note that CoreNet Global understands that for confidentiality reasons, certain proprietary company information may be removed from the final version of any presentation submitted to CoreNet Global.
4. **CoreNet Global does not waive registration fees, pay stipends, or cover travel costs for speakers. In order to speak, you must register as a Summit attendee.** In recognition of your significant contribution to the Summit's success, your registration fee will be discounted by 30%. To receive the best pricing to attend the Summit, please register during the Regular Registration period.

5. Summit evaluations are critically important. It is the responsibility of the primary presenter to ensure that session attendees complete the online session evaluation. Eligibility for the Luminary Award, which is given to top-rated Summit speakers, is dependent upon the evaluations. Speakers who fail to have enough evaluations returned might not be asked to speak at subsequent Summits. All speakers should attain a rating of 80% or higher to be invited to speak at future Summits.
6. CoreNet Global reserves the right to cancel a breakout session, amend the content, or reschedule a session. Examples include:
 - a. Renaming a session
 - b. Editing and revising session descriptions
 - c. Schedule changes
 - d. Request enhanced diversity on a panel
7. Speaker substitutions must be approved by CoreNet Global. If the need for a substitution arises notify CoreNet Global Summit programming staff and email your recommended replacement's qualifications.

Speakers can only be in one breakout session/panel at any given Summit. Learning theaters and technology playground do not count towards a breakout session.

At this point CoreNet Global does not envision being able to accommodate virtual speakers. Please ensure that any speakers put forth will be able to participate live in-person.

8. Sales-Free Zone
CoreNet Global programs are *non-commercial* forums. Individuals are to refrain from the use of brand names when possible and all specific product endorsements. Under **no** circumstances shall the CoreNet Global speaking platform be used as a place for direct promotion of a speaker's product, service, or monetary self-interest. Violations may result in no speaking opportunities at future Summits.
9. Non-Discriminatory Presentation Guidelines
Instructors must refrain from overt statements or offensive humor, which would disparage the dignity of any individual or group.
10. Audio Visual (A/V) Equipment & Meeting Rooms
Audio/Visual Equipment - CoreNet Global works to ensure the highest possible value proposition for its members, attendees, and various stakeholders. Audio visual equipment is a high-cost item for a non-profit association, and we are unable to accommodate each speaker's unique A/V preferences or needs. CoreNet Global provides a standard A/V set for each breakout session and this A/V set up will be shared with speakers in advance. No additional A/V will be provided at the expense of CoreNet Global. CoreNet Global Summit A/V packages by far exceed industry standards and are aimed to optimize the attendee

experience. However, if you deem that additional A/V equipment is necessary to enhance your presentation, additional equipment may be ordered at the speaker's expense (depending on feasibility and availability) through CoreNet Global and its approved conference A/V provider. Orders for extra A/V must be made by the deadline stated on the A/V Order Form and paid for in advance.

Meeting Rooms - Breakout sessions are assigned based on the contracted space available at the Summit venue. The rooms are set to maximize the space for the attendees to gather for sessions. No changes can be made to individual breakout sessions rooms.

11. Intellectual Property

Instructors must fully disclose all intellectual property utilized within handout materials and during course instruction. This is to protect intellectual property rights such as copyright, ownership, faculty compensation, and utilization of revenue derived from creation, production, and use for educational courses.

12. Content Capture

You understand and agree that your presentation will be audio and video recorded so that on-demand viewers will be able to hear the dialog and view the slides. After the Summit, all recorded sessions will be posted to the CoreNet Global Knowledge Center and/or The Source mobile app. You further understand and agree that: (1) the recording is the property of CoreNet Global and CoreNet Global is allowed to use the recording for any purpose; and (2) CoreNet may use perpetually throughout the world, in all media now and hereafter known or devised, in whole or in part, your image, likeness, name, biographical information, actions, performance, voice, conversations and material spoken otherwise provided by me in my presentation (including presentation slides) in the videos and audio recordings captured by CoreNet for educational, commercial, promotional or other purposes

13. Mutual Commitments

CoreNet Global's Board and leadership have established diversity, equity, and inclusion (DEI) as a critical priority for the association. We strive to develop a program that truly represents our diverse community. We encourage you to consider how your proposal reflects or addresses diversity, equity, and inclusion (including subject matter, individuals of all identities, and demographic characteristics). Please note: Priority will be given to submissions that showcase diversity. CoreNet Global reserves the right to review and suggest speakers to ensure that our program is balanced and diverse.

As a speaker you are required to:

- Provide bio and photo.
- All Speakers must register and pay to attend the Summit. **Speakers are eligible for a 30% discount. A discount code will be provided.**

- Promote session evaluations to attendees.
- Upload your presentation.

CoreNet Global will:

- Post your session information, photo and bio on the Summit website and app.
- Serve as a resource to help you prepare for your session.
- Furnish a Summit branded PowerPoint template for your presentation.
- Provide the list of CoreNet Global's standard A/V equipment.
- Provide technical and support staff during your session.

14. Speakers

As noted above, CoreNet Global will post information on the Summit website about every Speaker. By submitting your proposal, you grant CoreNet Global the right to publish or distribute your image, bio, and any information relative to the session on the Summit website. In addition, you waive the right to review any additions, deletions, or modifications to your Summit session and associated speaker information. Additionally, you waive any right to royalties or other compensation arising or related to the use of the photograph. You represent and warrant that you have advised each speaker noted in your proposal that their image and bio shall be published by CoreNet Global on its Summit website and that they consent to such royalty-free use by CoreNet Global. You hereby indemnify and hold CoreNet Global harmless and release and forever discharge CoreNet from all claims, demands, and causes of action from any claims by any speaker noted in your proposal that CoreNet did not have the legal right to use their name, image, or bio. All obligations noted here shall apply and relate to any new speakers, if you make any change to the speakers noted in your proposal.

I have read, I understand, I will abide by the Requirements and Commitments set forth by CoreNet Global.

Signature

Date

Next Steps:

Submitter and Primary Speaker will be notified of deadlines or tasks if your proposal is accepted.