Proposal Template

SUMMIT THEME

Putting it Together

Since March of 2020, when the COVID-19 pandemic first hit globally, comfort zones, our understanding of the world, how we live in it, how we work in it, and how we do business, have all been pulled apart. But now it's time to put it back together.

As the world seeks to realign and define the new normal, corporate real estate (CRE), the businesses they serve, and their customers, are looking for answers to how we all fit together. How do people, place, and purpose help to fulfil this aim? How do CRE, HR, IT, continue to work together and better? How do we promote and encourage ESG and DEI efforts such that they become ingrained in business? As leaders who are at the forefront, seeking and implementing answers to these questions, you have the knowledge and the expertise to lead the charge and define the future.

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.*

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 setup 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.
- Twitter Handle (ex: @CoreNetGlobal)
- Twitter URL (ex: https://twitter.com/CoreNetGlobal)
- 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

Please read and acknowledge the Speaker Requirements and Commitments shown below.

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 a number of 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 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. <u>CoreNet Global does not pay stipends or travel costs to speakers. In order to speak, you must register as a Summit delegate.</u> 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:

   o Renaming a session

   o Editing and Revising session descriptions

   o Schedule changes

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.

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. A/V 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. There will be a standard A/V package assigned to each session based upon room size and format used for content. 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 deadline stated on the AV Order Form and paid for in advance.

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. 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:

o Provide bio and photo.

o All Speakers must register for the Summit. Speakers are eligible for a 30% discount. A discount code will be provided.

o Promote session evaluations to attendees.

o Upload your presentation.

CoreNet Global will:

o Post your session information, picture and bio on the Summit website and app.

o Serve as a resource to help you prepare for your session.

o Furnish a Summit branded PowerPoint template for your presentation.

o Provide the AV equipment identified above.

o Provide technical and support staff during your session.

You must complete all the required steps before you can finalize the Proposal. Proofread. Spelling, grammar and punctuation are important. Once you have submitted your complete Proposal Submission, you will receive a confirmation email containing a link to review and monitor the status of your submission online.

I have fully and completely read and I understand that by clicking finalize, I agree, for behalf of

myself, my company and any co-presenters, that we shall be bound by the terms and conditions of the Speaker Agreement, Commitments and Policies. Further by clicking finalize we agree and understand that, if the proposal is selected, we will timely submit speaker bios, audio visual requirements and presentation by the deadline established by CoreNet Global. Finally, we agree and understand that failure to adhere to the terms and conditions of the Speaker Agreement, Commitments and Policies or submit any ancillary required material means that CoreNet Global shall have the right to replace the sessions with another session. I am ready to finalize the Proposal.

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

Next Steps:
You will be notified of deadlines or tasks if your proposal is accepted.