



NPE 2025 Speaker Application Process and Proposal Guidelines

Important Upcoming Dates

- NPE 2025 Call for Speakers Opens: March 18, 2024
- NPE 2025 Call for Speakers Closes: May 17, 2024
- Speaker Proposals Reviewed by Advisory Board and NPE Team: End of May - beginning of June 2024
- Speakers Selected and Notified: Early to mid-June 2024

Application Process

Proposals are evaluated by our NPE Advisory Board, Conference team, and Show Management. If selected, you will be notified by our NPE Conference team and given next steps and additional information to help you prepare your presentation, including speaker agreement, PowerPoint templates, and Educational Handout guide.

Session Proposal Guidelines

Session Format:

Tracks: We are accepting 2025 session proposals that are structured within these tracks:

- Paving Techniques
- Sweeping
- Sealcoating
- People and Talent Management
- Leadership
- Business Operations and Strategy, includes Sales & Marketing
- Striping
- Crack Sealing
- Technology

*** Please ensure that you align your proposal within a relevant track.*

Title: Your title should entice others to attend your session or workshop; it should be descriptive and give attendees a clear idea of what will be presented, not misleading. Please include keywords, themes, or topics covered.

*** Please note, titles must be fewer than 10 words.*

Description: The description provided should be used as a guide for the development of your educational course and be a minimum of 3-4 sentences. Please be concise and specific to the industry, including what attendees will learn and take away from your presentation. Please write as you would have it appear in the conference program agenda, in third-person, present tense.

3 Key Learning Objectives: Please include a measurable verb (e.g., describe, design, assess, apply, explain, analyze, evaluate, estimate). A good rule to follow is starting all your learning objectives with a sentence such as: "This session will help participants..."

Please identify the target audience's learning level: Beginner, Intermediate, Advanced, or All Learning Levels Welcome.

Key Session Proposal Requirements

Before submitting your session, please remember the following:

- To ensure that we are delivering only informative and educational experiences in our Conference programming, NPE does not allow promotion of product and services in any of the NPE Conference sessions. Please refrain from including any marketing/advertising related to your business in your submission.
- It is extremely important to come prepared to your session or workshop. A complete PowerPoint presentation, as well as an educational handout, that supports the theme being discussed is key for audience participation and understanding.
- Contests and promotions in exchange for products and services are not allowed. This includes, but is not limited to text, cell, phone, Facebook (or other social platforms or email) before, after or during your presentation.
- Use spell check to correct spelling and grammatical errors. Please DO NOT submit your proposal in all CAPS. **Suggestion:** Create proposal in a Word document, spell check, then cut and paste into the proposal form.
- By submitting this form, you agree to conduct your presentation in a structured, informative manner.

To ensure we keep to important event deadlines, we are unfortunately unable to accept any submissions made after the Call for Speakers close date, May 17, 2024.

Speaker Commitments

Selected speakers will be required to include an educational handout that follows NPE's template. NPE will not be able to print PowerPoint presentation slides or promotional literature.

A PowerPoint slide deck template will be provided to selected speakers and must be used to ensure NPE presentations are uniform.

Speakers are expected to meet all deadlines for submission of materials and information related to their sessions and/or workshops, as outlined in the Speaker Welcome Kit. Failure to submit materials may result in a re-evaluation of honorarium and/or participation at the conference.

NPE retains the right to modify titles, descriptions and bios during copy editing for marketing purposes, taking care not to alter the intended meaning.

If selected, NPE speakers must announce that their educational handout and post presentation evaluations can be found on the conference app. Further directions, scripts, and templates provided to assist with this.

For inquiries related to our Call for Speakers, please contact the NPE Conference Content Manager, [Madeline Kinney](#)

