

In Person | Virtual
AUGUST 25 - 28

**NIGP
FORUM
2024**

MAKE THE MOST OF NIGP FORUM
YOUR
HOW-TO GUIDE

Attending NIGP Forum 2024

PRIORITIZE YOUR LEARNING AND PROFESSIONAL DEVELOPMENT

NIGP Forum provides innovative educational content and practical advice from subject matter experts so you stay on top of the latest trends and best practices within the industry. As the largest conference exclusively dedicated to public procurement professionals in North America, NIGP Forum provides the best value for your money.

WE MAKE LEARNING AND PROFESSIONAL DEVELOPMENT EASY, MEANINGFUL, AND ALWAYS FOCUSED ON DELIVERING THE BEST VALUE TO YOU.

We know our members have different preferences for learning and various constraints on your time and budgets. That's why we give you the choice to attend NIGP Forum in-person or virtually, so you can choose the option that best suits your needs. No matter which way you choose to attend, one thing is guaranteed, an experience that is simply unforgettable.

Choose your own adventure...

In Person | Virtual
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Earn up to 24 CH

New this year, all content will be streamed for virtual attendees to take part in. So no matter which option you choose, you'll have access to the same learning and can earn up to 24 contact hours.

What you'll get with the Forum 2024 experience:

- 5 Plenary Sessions
- 3 Keynote Speakers
- 60+ Learning Sessions
- 8 Interactive Workshops
- 8 Current Conversation Networking Sessions
- Entity-specific Networking Sessions
- 200+ Exhibitors

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The in-person experience gives you:

- More focused learning for those who prefer in-person delivery
- Access to the virtual platform throughout the duration of the conference so you can let your mood and energy dictate how you'll engage with every session
- On-demand access to all the content for 60 days after the conference ends, so you don't miss a single session

The virtual experience gives you:

- Opportunity to better manage your work and learning schedule for those who find it hard to get away from the office or for those who prefer virtual learning
- Access to the virtual platform for simple, easy to get to sessions from anywhere
- On-demand access to all the content for 60 days after the conference ends, so you don't miss a single session
- Opportunity to stretch your budget by learning more and earning more contact hours for less
- No travel means no hassle and even more savings

In-Person or Virtual? Choose What

WORKS BEST FOR YOU



Amara is a Buyer for a large agency in Florida. She is looking to get her NIGP-CPP re-certification this year. While she has become adept with online learning thanks to the Pandemic, Amara learns best in-person and loves the energy of being in the same room with others. She's planning to attend NIGP Forum in Charlotte, NC this year not only for the learning, but also because she's looking for software suppliers for a major project she's leading. She knows several of the suppliers on her shortlist regularly exhibit at Forum and she wants to connect with them as well.



John is the CPO at his agency in Kentucky and has been attending NIGP Forum for years. He loves reconnecting with peers, he gets energized by the speakers, and he always walks away having formed new relationships. This year, he's hired 4 new staff members on his team. While he intends to attend in-person, to maximize his team's overall professional development budget, Tom is having the rest of his team all join virtually.



Martin was recently promoted to become a Sourcing Manager at his agency. He learned about NIGP Forum from his manager and really wants to go, but as a new dad, traveling for work is tougher to plan around. That's why he plans to join virtually so he can get all the learning without it putting stress on his personal life. Since he's also looking to get his NIGP-CPP this year, he can better use his training budget to cover the costs of everything on his personal development plan for the year.



Jen is the Contracts Manager at her agency and operates as a team of one! Learning and professional growth are top priorities for her, but because she doesn't have anyone else at her agency who can do her job, being away from the office for a prolonged period is challenging for Jen. That's why she loves that NIGP began offering a virtual option for Forum. Now Jen can get all the learning she needs, but she can do it on her own schedule.



GET YOUR MANAGER / CPO TO SUPPORT YOUR ATTENDANCE

We realize it can be challenging for some of our members to get funding from your organization to attend NIGP Forum. Whether it's influencing your direct manager, your CPO, or your HR manager, these talking points and strategies will strengthen your case and make the conversation a little easier with the person who holds the purse strings at your entity.

FOCUS ON THE VALUE/ROI

As procurement professionals, we know you're always focused on the value during your procurement projects—your learning and professional development requires the same approach.

- By investing in NIGP Forum, you'll get the latest thinking, insights, and breakthrough innovations from the best while interacting with the best in the industry.
- You'll also gain contact hours like nowhere else, whether you need it for certification purposes or for other reasons.
- The ROI can be as simple as calculating the price of attending divided by the number of contact hours you'll earn.

PLAN AHEAD AND LIGHTEN THE LOAD FOR EVERYONE

Getting away from the office and your daily duties can pose a challenge. The best way to get the most value from participating at NIGP Forum, whether in-person or virtual, is to properly plan for it.

- If possible, tie up loose ends and finalize projects or key milestones before your trip, so you can focus on your Forum experience worry and stress-free.
- If that's not possible, designate the right person or people who can handle any tasks that may come up while you're at Forum or will be in-sessions if you're planning to attend virtually, and communicate this out to everyone on your team and other stakeholders.

TIE IT ALL BACK TO YOUR ROLE/ENTITY

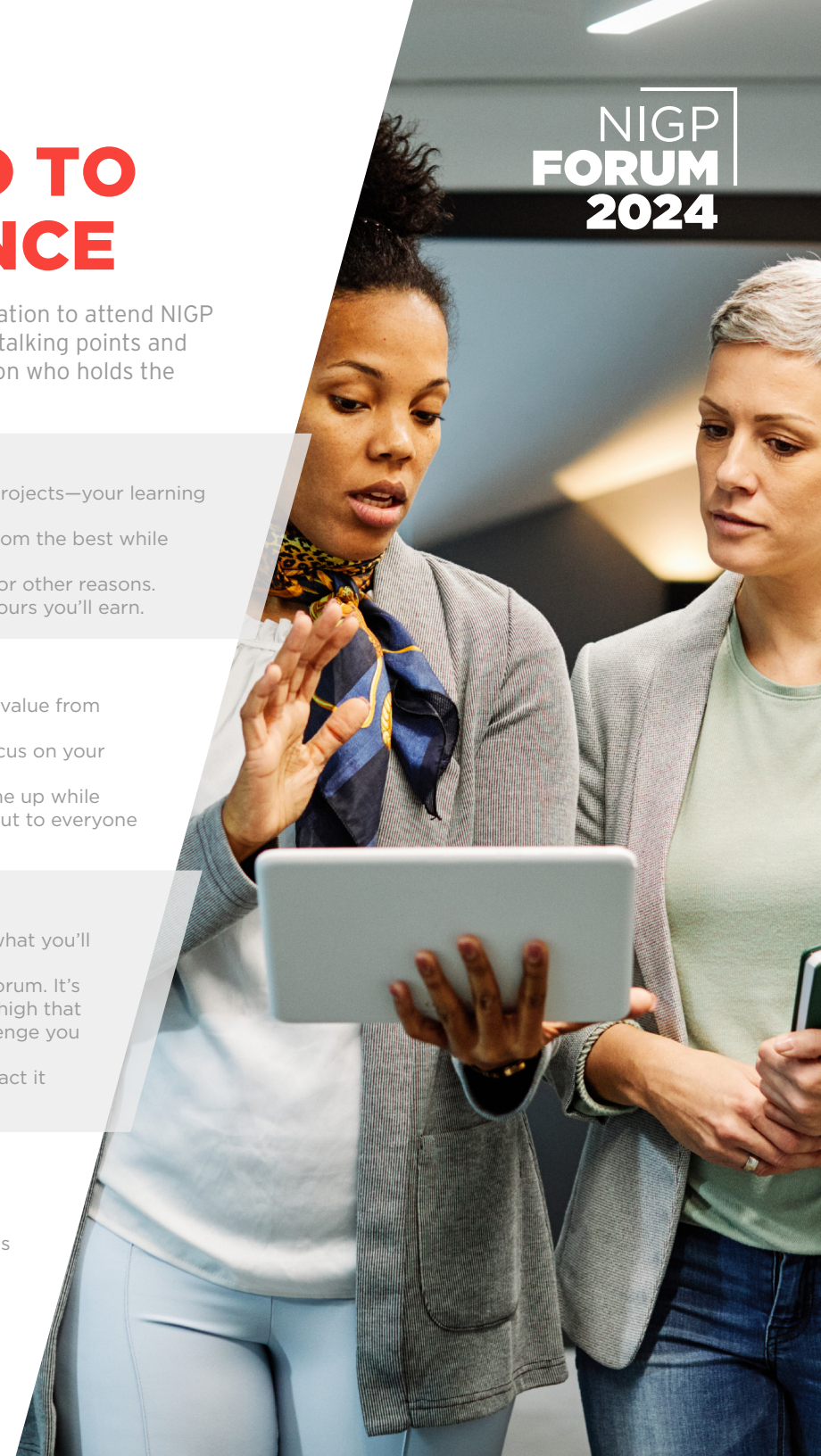
To get the most value out of attending NIGP Forum, go there with intention and a solid game plan on what you'll do and learn well ahead of the conference.

- Every year, NIGP staff, subject matter experts, and volunteer members determine the content at Forum. It's all based on industry trends and what our members need most critically at that time. Chances are high that many, if not all the sessions, will have a real-world impact on your specific job or addresses a challenge you may be going through at your entity.
- Be sure to call this out and make a direct connection between what you'll be learning, and the impact it will have on your work, and how that benefits your team and entity.

DON'T FORGET ABOUT THE INTANGIBLES

While the primary focus of NIGP Forum continues to be formal learning and networking, it delivers so much more.

- Whether you choose the in-person or the virtual option, you'll have opportunities to meet hundreds of new people throughout each experience.
- You never know what fresh insights you'll gain during ad-hoc conversations and discussions. Whether it's hearing that others are going through similar challenges or getting tips on real-time answers to your questions, you should plan for the unexpected.
- You'll also get a chance to get away from "the daily" grind as you celebrate the profession and your collective achievements among your community of peers—for many, this alone recharges you and makes you realize you're a part of something bigger.



Share Your Knowledge and Spread the Excitement

BEFORE, DURING, AND AFTER THE CONFERENCE

You may think that NIGP Forum begins and ends in August. Not quite. We have several suggestions on how you can get the most mileage out of attending: for yourself, your team, and your entity. If you do this regularly, you'll make it easier for everyone within your organization to understand the value of NIGP Forum so that it becomes a no-brainer for you and others to attend annually.

ENGAGE WITH THE NIGP FORUM 2024 NSITE COMMUNITY

When you register for this year's conference, you'll automatically be added to the dedicated Nsite community where you can interact with all other registrants.

- It's a great space to make new friends, ask any questions you may have, and begin planning for what's ahead.

MAKE ATTENDING FORUM MORE ENGAGING BY SCHEDULING TEAM VIEWING SESSIONS

This is a great option for those planning to attend the virtual experience

- This way, you'll foster deeper connections and foster a culture of learning together as a team.

GET SOCIAL AND SHARE YOUR EXPERIENCE ONLINE

Create an online social brand by updating your network on what you're up to

- Add your perspective by engaging with content put out by NIGP and others...before, during, and after NIGP Forum.
- Let others know you're keeping busy, investing in your professional development, and making a name for yourself within the profession.

REGROUP WITH YOUR TEAM POST EVENT

Divide and Conquer Among Your Team

- If you have several members of your team attending NIGP Forum, plan a debrief post-event to discuss major learnings and how they can be applied to your team/departments' priorities.

SHARE WHAT YOU LEARNED WITH OTHERS

Do a Presentation or Host a Lunch & Learn

- You will walk away from NIGP Forum learning a ton of new information, gaining new insights, and actionable plans you can implement on a challenge or task you'll be working on.
- Take those learnings and share what you've learned with others on your team or within your department and invite other key stakeholders who could benefit from this information.

GET YOUR CHAPTER IN ON IT

Chapters Are Another Audience to Share Your Experience With

- Any of the ideas outlined above can be replicated with your NIGP chapter.
- Whether it's notifying chapter members via your newsletters, or scheduling Lunch & Learn sessions or group viewing parties, this is a great way for you to make attending NIGP Forum more fun and engaging for all.

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Apply for Scholarship Funding

Thanks to our partnership with Sourcewell, NIGP has been giving out scholarships to our members to attend NIGP Forum and many of our other programs offered throughout the year.

A select number of scholarships are available for NIGP Forum 2024 and we encourage all eligible members to apply.

In addition, check with your local chapter to see if they have scholarship programs available as well.



SCHEDULE-AT-A-GLANCE

Contact Hours (CH): Earn up to 24 CH for both In Person and Virtual

Saturday, August 24

IN PERSON

| | |
|-------------------|--------------------------|
| 9:00 AM - 6:00 PM | Registration Center Open |
| 4:30 PM - 6:30 PM | Meet and Greet |

Sunday, August 25

IN PERSON

| | |
|---------------------|--|
| 7:00 AM - 6:00 PM | Registration Center Open |
| 8:00 AM - 9:45 AM | Opening Ceremonies and Keynote Speaker 1.0 CH |
| 10:15 AM - 11:45 AM | Entity Networking Sessions 1.5 CH |
| 11:45 AM - 1:15 PM | Lunch on own |
| 1:15 PM - 2:30 PM | Concurrent Sessions 1.25 CH |
| 2:30 PM - 5:30 PM | Exhibit Hall Open |
| 6:30 PM - 9:30 PM | Awards Dinner |

VIRTUAL

| | |
|-------------------|---------------------------------------|
| 8:00 AM - 9:45 AM | Opening Plenary Session 1.0 CH |
| 9:45 AM - 1:15 PM | Break |
| 1:15 PM - 2:30 PM | Concurrent Session 1.25 CH |

Monday, August 26

IN PERSON

| | |
|--------------------|---|
| 7:30 AM - 5:00 PM | Registration Center Open |
| 8:00 AM - 8:45 AM | Plenary Session .75 CH |
| 9:00 AM - 1:30 PM | Exhibit Hall/Lunch |
| 2:00 PM - 3:15 PM | Concurrent Sessions 1.25 CH |
| 2:00 PM - 5:00 PM | Workshops 3.0 CH |
| 3:45 PM - 5:00 PM | Concurrent Sessions 1.25 CH |
| 6:30 PM - 10:30 PM | Social Event (Charlotte Motor Speedway) |

VIRTUAL

| | |
|---------------------|---------------------------------------|
| 8:00 AM - 8:45 AM | Opening Plenary Session .75 CH |
| 8:45 AM - 10:00 AM | Break |
| 10:00 AM - 12:00 PM | Entity Networking 2.0 CH |
| 12:00 PM - 2:00 PM | Break |
| 2:00 PM - 5:00 PM | Workshops 3.0 CH |
| 2:00 PM - 3:15 PM | Concurrent Sessions 1.25 CH |
| 3:45 PM - 5:00 PM | Concurrent Sessions 1.25 CH |

Tuesday, August 27

IN PERSON

| | |
|---------------------|------------------------------------|
| 7:30 AM - 5:00 PM | Registration Center Open |
| 8:00 AM - 9:15 AM | Plenary Session 1.0 CH |
| 9:45 AM - 11:00 AM | Concurrent Sessions 1.25 CH |
| 11:00 AM - 12:30 PM | Lunch on own |
| 12:30 PM - 3:00 PM | Workshops 3.0 CH |
| 12:30 PM - 1:45 PM | Concurrent Sessions 1.25 CH |
| 2:15 PM - 3:30 PM | Concurrent Sessions 1.25 CH |
| 4:00 PM - 5:15 PM | Concurrent Sessions 1.25 CH |

VIRTUAL

| | |
|---------------------|------------------------------------|
| 8:00 AM - 9:15 AM | Plenary Session 1.0 CH |
| 9:45 AM - 11:00 AM | Concurrent Sessions 1.25 CH |
| 11:00 AM - 12:30 PM | Break |
| 12:30 PM - 1:45 PM | Concurrent Sessions 1.25 CH |
| 12:30 PM - 3:30 PM | Workshops 3.0 CH |
| 2:15 PM - 3:30 PM | Concurrent Sessions 1.25 CH |
| 4:00 PM - 5:15 PM | Concurrent Sessions 1.25 CH |

Wednesday, August 28

IN PERSON

| | |
|---------------------|------------------------------------|
| 7:30 AM - 4:00 PM | Registration Center Open |
| 8:00 AM - 8:45 AM | Plenary Session .75 CH |
| 9:15 AM - 10:30 AM | Concurrent Sessions 1.25 CH |
| 9:15 AM - 12:15 PM | Workshops 3.0 CH |
| 11:00 AM - 12:15 PM | Concurrent Sessions 1.25 CH |
| 12:15 PM - 1:45 PM | Lunch on your own |
| 1:45 PM - 3:00 PM | Concurrent Sessions 1.25 CH |
| 3:30 PM - 5:00 PM | Closing Session 1.5 CH |

VIRTUAL

| | |
|---------------------|---------------------------------------|
| 8:00 AM - 8:45 AM | Plenary Session .75 CH |
| 9:15 AM - 10:30 AM | Concurrent Sessions 1.25 CH |
| 9:15 AM - 12:15 PM | Workshops 3.0 CH |
| 11:00 AM - 12:15 PM | Concurrent Sessions 1.25 CH |
| 12:15 PM - 1:45 PM | Break 1.25 CH |
| 1:45 PM - 3:00 PM | Concurrent Sessions 1.25 CH |
| 3:30 PM - 5:00 PM | Closing General Session 1.5 CH |

** SCHEDULE IS SUBJECT TO CHANGE. **