NIGP Forum 2026 Conference & Exposition
Call for Presentations (CFP) Proposal Requirements

Please review the important information below to ensure you meet the proposal requirements.

NIGP's presentation proposal submission is a two-step process. If your proposal is accepted, you will be notified by February 13, 2026 to complete Part 2.

Part 1

Section 1: Submitter

Review the instructions below and complete the required submitter fields (required fields are indicated with a red asterisk *) information. Please note, the submitter may, or may not be, primary and co-presenters. Email communications regarding the submission will be sent to the Submitter.

Proposal Submission Instructions

1. Review the Forum 2026 Call for Presentations webpage and NIGP Forum 2026 Call for Presentations (CFP) Proposal Requirements PDF on the [NIGP website](#) prior to starting your application.

2. Complete all four (4) parts of the application: Submitter, Primary Presenter, Co-Presenters (if applicable), and Proposal.

3. The Call for Presentations is open for submissions from <u>December 17, 2025, through January 18, 2026.</u> Proposals must be finalized and submitted online by 11:59 PM EDT on January 18, 2026. NIGP does not accept late submissions.

4. Be sure to save the proposal throughout your submission process. You can make changes until you select *Save and Finalize*.

5. To make changes, log in to the [submission website](#), go to *Incomplete* and choose *Edit*.

6. Remember, you may submit up to two (2) proposals per individual. **Important Note:** Individuals may ***only* present a total of two (2) sessions** at Forum. If you are presenting in another session as a co-presenter or panelist, that session <u>does</u> count towards the two-session limit.

7. All submitters will receive an email notification whether your submitted presentation has been accepted or declined by February 13, 2026.

8. We suggest you keep a copy of your proposal(s) for your records. To obtain a copy, click *Print* next to your submission name.

9. You have an option to share access to the application with others. To add collaborators, click *Manage* and then *Add Collaborator*.

Section 2: Primary Presenter

The bio should be no more than 150 words and briefly cover current role and organization, relevant experience or areas of expertise, any notable credentials, certifications, or accomplishments, and your focus or perspective as a presenter (optional).

All presenters must be included in the original submission. The submissions are reviewed by a committee and will be judged based on that submission and presenters.

In the event a presenter does need to be changed and/or added, please email Jef Kupiec at ***jkupiec@nigp.org****.*

Section 3: Co-Presenters

If applicable, complete the required co-presenter fields. Sessions can have up to four (4) additional co-presenters (five presenters in total including primary presenter).

Section 4: Proposal

4.1 Session Title

Review the following best practices for session titles.

1. **Be Clear and Specific.** Avoid vague or generic titles. Make sure attendees know what the session is about.
   - Example: How to Write Better RFPs
   - Avoid: Procurement Pitfalls
2. **Focus on the Benefit.** Specify what attendees will gain or learn.
   - Example: Reducing Contract Risk Through Smarter Terms
3. **Match the Audience Level.** Use language appropriate for the session's level.
   - Foundation: Procurement 101: Understanding the Basics
   - Advanced: Leveraging AI for Predictive Sourcing
4. **Use Keywords.** Include terms people are likely to search or recognize on the NIGP website or the Forum mobile app.
   - Example: Data-Driven Decision-Making in Public Procurement
5. **Keep It Concise (8–12 words**). Shorter titles are clearer and more engaging.
6. **Optional: Use a Two-Part Title.** Combine a hook with a clear topic while still keeping it concise.
   - Example: Beyond Compliance: Building an Ethical Procurement Culture

4.2 Proposal Types

Select a session format that best describes the proposal. There are two (2) proposal types:

- **Learning session:** These 75-minute presentation-based sessions provide attendees with relevant material in a particular content area or theme with 200+ attendees.
- **Workshop:** These 2 ½ hour active learning sessions (split into two, 75-minute sessions) incorporate highly experiential activities such as games, problem solving activities, small group discussions and presentations back to peers, and so forth.

4.3 Learning Session Level

Note: The Learning Session Level section will display if you select Learning Session in the 4.2 Proposal Type.

Review the session level definitions below. In your proposal application, click a radio button to select the audience level for your learning session or workshop.

- **Foundation Level:** These sessions are designed for professionals who are building or strengthening their understanding of public procurement. Content should focus on fundamental to intermediate concepts, helping attendees establish a strong knowledge base and advance toward greater proficiency. Abstracts should demonstrate that the session provides more than a basic overview, offering a thorough exploration of key principles. Submissions should also reflect how the content introduces intermediate elements that help participants apply foundational knowledge and continue building their skills.

- **Advanced Level:** These sessions are intended for professionals with a solid grasp of procurement fundamentals who are seeking deeper, more complex content. Advanced sessions should assume prior knowledge and focus on expanding expertise through nuanced, high-level discussion. Abstracts should show that the session will explore complex or emerging aspects of the topic in meaningful depth. Content should build on, *but not repeat,* foundational material and provide clear value in helping participants deepen or broaden their subject-matter expertise.

  - Foundation Learning Session
  - Advanced Learning Session

Themes

To create a well-rounded conference program and respond to feedback from attendees, NIGP has done a significant amount of pre-planning, including member educational questionnaires and focus groups, for the 2026 conference learning program. The following themes are a result of this planning and cover core and current topics, as well as current public procurement trends. For your proposal, you will be asked to specify the theme that most closely represents your topic.

Foundation Themes:

Once you have selected the foundation level for your session, click a radio button in your proposal application to choose a theme and topic.

- o Procurement Process Fundamentals
- o Contracting & Compliance Basics
- o Communication & Collaboration Skills
- o Customer Engagement & Service Mindset
- o Digital Tools & Technology Readiness
- o Strategic Thinking

Foundation Topics:

Choose one or more topics below for your selected theme or submit your own topic that aligns with the theme.

Foundation Theme	Description	Topic Examples
Procurement Process Fundamentals	Covers the end-to-end procurement cycle, terminology, solicitation types, and public service alignment.	☐ Intro to Public Procurement ☐ RFP, IFB, CMAR Overview ☐ Procurement Vocabulary ☐ Other
Contracting & Compliance Basics	Introduces core contract structures, basic legal compliance, and ethical procurement practices.	☐ Terms & Conditions Basics ☐ Contract Clauses ☐ Compliance Essentials ☐ Ethics 101 ☐ Other
Communication & Collaboration Skills	Develops interpersonal and communication skills for effective stakeholder and vendor relationships.	☐ Communication Styles ☐ Public Speaking ☐ Stakeholder Engagement Basics ☐ Other
Customer Engagement & Service Mindset	Customer Engagement & Service Mindset Focuses on delivering value and services to internal customers through engagement and education.	☐ Customer Service in ☐ Procurement ☐ End-user Training ☐ Building Departmental Partnerships ☐ Other
Strategic Thinking	Introduces foundational sourcing strategies and alignment with organizational goals.	☐ Intro to Strategic Sourcing ☐ Market Research Basics ☐ Spend Analysis ☐ Other
Digital Tools & Technology Readiness	Covers use of procurement systems, Excel, and introduces data literacy and automation.	☐ Excel for Procurement ☐ eProcurement Tools Overview ☐ Intro to AI in Procurement ☐ Other

Advanced Themes:

Once you have selected the advanced level for your session, click the radio button in your proposal application to choose a theme and topic.

- Strategic Leadership & Organizational Impact
- Strategics Digital & AI-Driven Procurement
- Data-Informed Decision-Making & Metrics
- Political Acumen & Organizational Navigation
- Leadership Maturity & People Management

Advanced Topics:

You may choose one or more topics below for your selected theme, or submit your own topic that aligns with the theme.

Advanced Theme	Description	Topic Examples
Strategic Leadership & Organizational Impact	Elevates procurement into a strategic business partner through planning, innovation, and transformation.	☐ Strategic Planning for Procurement ☐ Organizational Procurement Transformation ☐ Other
Strategics Digital & AI-Driven Procurement	Explores advanced use of AI, automation, and ethical technology integration in procurement processes.	☐ AI-Enabled RFP Writing ☐ Digital Transformation Strategy ☐ Ethical Use of AI ☐ Other
Data-Informed Decision-Making & Metrics	Teaches how to use KPIs, dashboards, and analytics to guide procurement strategy and improvement.	☐ Spend Analysis Deep Dive ☐ KPI Development ☐ Performance Dashboards ☐ Other
Political Acumen & Organizational Navigation	Equips leaders to navigate internal politics, policy shifts, and public transparency expectations.	☐ Council & Executive Engagement ☐ Procurement Advocacy ☐ Handling Political Pressure ☐ Other
Leadership Maturity & People Management	Builds leadership presence, emotional intelligence, and skills for managing diverse and distributed teams.	☐ Emotional Intelligence for Leaders ☐ Leading Multi-Gen Teams ☐ Resilience in Leadership ☐ Other

4.3 Workshop Topic

Note: The Workshop Topic section will display if you select Workshop in the 4.2 Proposal Type.

Workshops are intended to be at an advanced level. Review the level definition below and select one topic or click Other to provide a topic.

Advanced Level: These sessions are intended for professionals with a solid grasp of procurement fundamentals who are seeking deeper, more complex content. Advanced sessions should assume prior knowledge and focus on expanding expertise through nuanced, high-level discussion. Abstracts should show that the session will explore complex or emerging aspects of the topic in meaningful depth. Content should build on, *but not repeat*, foundational material and provide clear value in helping participants deepen or broaden their subject-matter expertise.

- o Advanced Contracting & Risk Mitigation
- o Advanced Request for Proposals
- o Advanced Negotiations & Relationship Management
- o Advanced Legal
- o Advanced Cooperative Procurement
- o Other

4.4 Delivery Method

How you plan to deliver your session is as important as the content. Your session should be designed to provide attendees with the knowledge, skills, and abilities (competence) along with the strategies and solutions they need to effectively conduct their business and/or grow in their career and develop professionally.

All presenters are asked to continue NIGP's shared quest for quality of both content and delivery of sessions. Remember that this is a learning experience. Even if you are a seasoned presenter, spend some time researching and practicing some of the key strategies for facilitating learning. Limit your use of PowerPoint as a delivery method. **Please note that slides and any supplemental materials will be provided electronically via the conference platform. Your cooperation in providing these in a timely manner will be essential. The attendee experience is enhanced when presenters provide access to their presentation and materials electronically.**

Consider the following as you draft your abstract:

- Design interactive ways to engage with the participants and have them engage with each other within the conference session framework.
- Deliver content that supports the Application-Focused Learning Objectives.
- Model as many of the concepts you are delivering in the session as possible and practical.

Select from one of the following delivery methods:

- o **Presentation style:** Presentation with an emphasis on slides and lecture featuring one or two presenters.
- o **Facilitated discussion (NIGP's preferred format):** Presentation style with some supporting slides featuring one or two presenters. Emphasis on interaction with participants and active learning.
- o **Moderated panel style:** Presentation consisting of <u>no more than four panelists plus the moderator</u>. The moderator should have a predefined set of questions based on an overall program design for the panel discussion and incorporate audience questions and feedback into the discussion. There will be limited panel sessions available in 2026.

4.5 Abstract Description

This section is for *internal review use only*. Explain to the Review Committee the basic background on your subject matter/topic, what you will discuss in your session, any prerequisites needed to attend, and actionable learning outcomes that attendees will be able to put into practice. Please think of this section as a deeper dive into your subject matter; it should be written so the committee can understand exactly what will be delivered to attendees.

4.6 Application on the Job

Your "job application" is to show how the participant will be able to apply your session content back on the job. Session participants evaluate sessions positively or negatively according to how much they can use the information on the job.

Begin your application with action words like apply, analyze, develop, examine, assess, or evaluate to ensure your applications are action-oriented statements. You are required to submit at least one Application on the Job and may have up to three.

Make sure your session can achieve the objectives you choose! We are expecting you to deliver a deeper level of knowledge, skills, and abilities (competencies) to Forum learners.

Please review the following document to learn more: Writing Effective On-the-Job Application Statements.

4.7 Target Audience

The conference audience ranges from novice practitioners to highly experienced professionals. Please ensure your content is suitable for a diverse audience. For your proposal, you will be asked to specify no more than two (2) target audience groups from the following list of options. Choose up to two (2) from the Target Audience list. Select one to two options.

- New to Procurement
- Director, Manager, Supervisor
- Strategists and Analysts
- Specialists and Technicians
- Auxiliary and Support Program Leads and Assistants

- Materials Staff
- Suppliers

4.8 Facilitation Preference

Forum sessions will be offered in multiple facilitation formats to accommodate all participants (in-person and virtual). Some sessions will be hybrid, facilitated simultaneously for both in-person and virtual audiences; some will be facilitated exclusively for in-person participants; and others will be facilitated exclusively for virtual attendees.

All sessions will be recorded. Sessions facilitated exclusively for in-person audiences will be aired as recorded sessions for the virtual audience during Forum. After Forum, recordings of all sessions will be available to all attendees for on-demand access. NIGP will provide technical production support to all session facilitators to ensure a seamless and high-quality experience for both in-person and virtual audiences.

Please select your preferred facilitation format(s) in your proposal application. You may select more than one option.

- ☐ In-person only
- ☐ Hybrid livestream (in-person and virtual audience)
- ☐ Virtual audience only (note: in-person attendance is not required for this option)

IMPORTANT NOTES:

- Presenters will be required to attend a short training focused on presentation and facilitation best practices and effective presentation for in-person and virtual audiences and submit their final presenter(s) list, presentation slides, and takeaways 4 weeks prior to Forum.
- NIGP will be assisting session presenters in a support role as producers during Hybrid Livestream sessions at Forum to ensure a successful experience for both the in-person and virtual audience.
- NIGP will create a post-event eBook using AI-assisted tools to generate session summaries from Forum presentations. The eBook will be provided as a free resource to Forum attendees to support continued learning and professional development. Presenters will have the opportunity to review and edit their session summaries before publication. Participation is optional. Presenters may choose to exclude their session from the eBook.

Part 2

If your presentation proposal is selected, you will be asked to complete Part 2 of the application, which includes the following:

- Session Description and Learning Objectives
- Presenter Pictures Upload
- Room Set-Up Preferences
- Equipment Needs
- Presenter Release Form
- eBook opt in or out.