



## Conference Paper Submission Form

**Complete and return to:**

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To submit a paper for consideration by our conference organising committee, simply complete the form below detailing the:

- Paper name
- Sub title (optional)
- Key Areas addressed in the presentation
- Learning outcomes
- Profile of the delegates/attendees who you would expect to benefit/attend this presentation
- A brief CV on yourself and your company/organisation

Papers submitted will be presented to our 'Supporting Organisations' for assessment for potential inclusion within the Facilities Management Ireland conference.

Conference Paper Submission Form	
<b>Paper Profile</b>	
<b>Presentation Title</b> (maximum 10 words)	
<b>Subtitle</b> (10-20 word brief explanation of presentation if not apparent)	
<b>Key Areas addressed</b>	1.
	2.
	3.
	4.
<b>Key Learning Outcomes</b> (please list as bullet points)	1.
	2.
	3.
	4.



# Delegate Profile

<b>Target Audience – Job Titles/Groups who would be interested in the topic</b>	<i>By Role Function/Title</i>	<i>Company's Main Activity</i>
(for use in direct mail and the conference brochure)	<input type="checkbox"/> Administrative Director/Manager	<input type="checkbox"/> Architects
	<input type="checkbox"/> Building Services Director/Manager	<input type="checkbox"/> Banking and Finance
	<input type="checkbox"/> Chief Designer/Design Engineer	<input type="checkbox"/> Construction
	<input type="checkbox"/> Consultant/Architects	<input type="checkbox"/> Consultancy
	<input type="checkbox"/> Estimator	<input type="checkbox"/> Contractor
	<input type="checkbox"/> Facilities Director/Manager	<input type="checkbox"/> Facilities Management
	<input type="checkbox"/> Finance Director/Manager	<input type="checkbox"/> Hotel
	<input type="checkbox"/> Health & Safety Director/Manager	<input type="checkbox"/> Leisure
	<input type="checkbox"/> Maintenance Director/Manager	<input type="checkbox"/> Local/Central Government (inc. Health & Education, Prisons, Military)
	<input type="checkbox"/> Mechanical & Electrical Director/Manager	<input type="checkbox"/> Manufacturing
	<input type="checkbox"/> Project Engineer	<input type="checkbox"/> Property Management
	<input type="checkbox"/> Property Director/Manager	<input type="checkbox"/> Retail
	<input type="checkbox"/> Purchasing Director/Manager	<input type="checkbox"/> Security
	<input type="checkbox"/> Sales Director/Manager	<input type="checkbox"/> Surveyor
	<input type="checkbox"/> Security Director/Manager	<input type="checkbox"/> Supplier
	<input type="checkbox"/> Technical Director/Manager	<input type="checkbox"/> Utilities
<input type="checkbox"/> Other	<input type="checkbox"/> Others	



# Speaker Profile

<b>Speaker Name</b>	
<b>Company</b>	
<b>Address for Correspondence</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>Email</b>	
<b>Brief CV of Speaker and Organisation</b> (for pre-event PR and speaker introduction)	

PLEASE RETURN TO SAM BAKER AT THE FACILITIES MANAGEMENT IRELAND  
 ORGANISING OFFICE:  
 EMAIL: sambaker@stepex.com  
 FAX: +44 (0)1892 518811