

Japan Facility Management Conference

JFMA FORUM 2007

Call for Paper and Application for Presentation

Date: March 21, – March 23, 2007

Venue: Pacifico Yokohama

	Exhibition Hall	Conference Center
March 21 Wednesday	Grand Opening, 10:00 – 10:30 Exhibitions, Attractions - 17:00 Welcome Party 17:30 – 19:00	JFMA 10th Anniversary Concert 14:00 – 17:00
March 22 Thursday	Exhibitions 09:30 – 17:00	Keynote Speech, JFMA Awards Presentations 13:00 – 16:50
March 23 Friday	Exhibitions 09:30 – 16:00	Networking Party 17:00–19:00 Presentations 09:30 – 17:20

**JFMA invites you to submit a proposal to be considered as a session presenter at
Japan Facility Management Conference (JFMA FORUM 2007)**

Main theme: Managing Productive Workplace

JFMA FORUM 2007 is one of the most informative FM event in industry in Japan, addressing the changing dynamics of facility management. An all-encompassing educational and networking event, it welcomes facility managers and workplace professionals from all walks of life, from all corners of the world. In two days, attendees can learn more about the industry, the workplace and their capabilities than they ever thought possible.

About the Program

JFMA FORUM 2007's educational program will be dynamic and different, incorporating our new advanced training for senior professionals. JFMA FORUM 2007 focuses on presentations and case studies, theories and critiques from facility managers and project managers.

Your 2007 submittal should demonstrate workplace value to the attendees. Do you have a case study you would like to present, or a hot topic to debate? Submit a proposal that is innovative and powerful and contributes to the most distinctive and quality JFMA FORUM 2007 yet!

How to Submit an Application

You may complete the application online at www.info@jfma.or.jp Each presentation should address a specific topic and be structured in a way that both advances the professional development of attendees and contributes to the workplace industry's body of knowledge. Sales presentations are not permitted. Your application must be received by JFMA through electronic media or by fax no later than midnight, May 31, 2006 Japan Standard Time. Letters will be sent to presenters notifying them of their selection status by mid-June, 2006.

Incomplete forms will not be considered.

Educational Tracks

JFMA is looking for qualified presenters to submit proposals in the following areas:

Managing Facilities

- Operations and Maintenance
- Human and Environmental Factors
- Communication

Advancing the Business

- Finance

- Real Estate
- Planning and Project Management

Leading the Organization

- Leadership and Management
- Quality and Innovation
- Technology

The Evaluation Process

Comprised of distinguished industry and academic experts, members of JFMA Program Advisory Committee will evaluate each application based on the following criteria:

- Quality: The overall quality of the proposed presentation.
- Scope: A clearly stated topic and purpose for the presentation.
- Application to the Profession: The presentation provides the workplace professional with useful information that can be applied upon their return to work.
- Presentation Experience: The presenter's presentation experience is sufficient to deliver the presentation and hold the audiences attention.
- Professional Qualifications: The presenter's qualifications are evaluated according to his or her level of professional experience and education.

Presenter Guidelines and Requirements

By submitting this application, you will be considered to present an educational session at JFMA FORUM 2007 and agree to the following:

- Presenter will be required to submit a paper drafted by Microsoft word in A4 or letter size about 4pages length (font size 11) in electronic format, to be published in the conference proceedings.
- Presenter will be required to prepare Power Point slides for presentation.
- Presenter will receive a complimentary registration for the three days of the conference, and a complimentary copy of the conference proceedings.
- Presenter will be responsible for all travel and accommodation arrangements and related expenses.
- If accepted, presenter agrees to present the designated educational session at JFMA FORUM 2007 at Pacifico Yokohama.

To submit your application electronically, go to www.info@jfma.or.jp Once you have submitted your application on the Web site, you will receive an e-mail that your application has been received. Any questions should be directed to JFMA FORUM 2007 office.

Contact number: Kazuo Komai at TEL +81-3-3523-2031 or komai@jfma.or.jp

JFMA FORUM 2007
Presentation Application

JFMA FORUM 2007 Office

FAX: 81-3-3555-1031
Application Date:

Presenter

Full Name

Company/Organization

Division/Section

Mailing Address

Position

Tel:

Fax:

E-mail address

Background & Introduction

Title: (150 characters limit, including space)

Abstract in 100 to 250 words (3000 characters limit, including spaces)

Learning Objects – By the end of your session, participants will be able to: (100 characters limit for each, including spaces)

- 1.
- 2.
- 3.