

Complete and return to:

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Conference Paper Submission Form

Paper Profile

Presentation Title (maximum 10 words)	
Subtitle (10-20 word brief explanation of presentation if not apparent)	
Key Areas addressed	1.
	2.
	3.
	4.
Key Learning Outcomes (please list as bullet points)	1.
	2.
	3.
	4.

Delegate Profile

Target Audience – Job Titles/Groups who would be interested in the topic	<i>By Role Function/Title</i>	<i>Company's Main Activity</i>
Double click the boxes that apply and mark it as 'Checked'	<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

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

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