

Invitation to Prospective Presenters



4th Annual SODEC/Xavier University International Trade Conference Selling to Middle East & North Africa

October 22, 2009 · Cintas Center · Cincinnati OH · Est Attendance: 200-275

REQUEST FOR PROPOSALS

SUBMISSION DEADLINE:

5:00pm Friday, May 1, 2009

Notification of Selection: Friday, May 15, 2009

PROPOSALS CAN BE e-MAILED OR DELIVERED TO:

Kara Sweeney, International Trade Specialist

U.S. Commercial Service - Cincinnati

U.S. Department of Commerce

36 East 7th Street, #2650

Cincinnati, OH 45202

Kara.Sweeney@mail.doc.gov

Ph: 513-684-2944

Target Audience

A majority of the conference participants are people interested and involved in international trade from Southern Ohio and around the region. Two-thirds have been active in international trade for over 5 years. Expected number of attendees for our 2009 Conference will be about 200-275 (60-75 per breakout session).

Focus areas of the conference break-out sessions

- Logistics & Distribution in Middle East & North Africa
- Financial Considerations in Middle East & North Africa
- Legal Issues/Considerations in Middle East & North Africa
- You Tell Us

Presentation Format

Concurrent sessions are designed to address the issues in a large group setting. Presenters choose the instructional method which best suits the presentation's objectives and content. The concurrent sessions will be limited to 35-40 minute presentations, with 5-10 minutes for Q&A.

Conference Schedule & Registration

To achieve a balanced conference program, the Conference Committee will determine the time that presentations are given. All presentation sessions will be held on Thursday, October 22, 2009. We do not provide honoraria for presentations, and presenters must cover all of their individual travel and living expenses.

Upon selection, we will contact you for biographical information with photo and audio/visual requirements. We ask that you submit this information upon selection (May 15). Final presentations (power points) are due to us no later than Friday, September 25, 2009.

Instructions for Completing a Proposal

- All responses must be provided electronically in Word for Windows, or saved in that format if using an alternative word processing program. Please follow the order in the proposal form and use text no smaller than 10-point type size. Complete all items and number them accordingly on your proposal.
- During the selection process, the Committee reserves the right to request references and/or credentials of current employment status and of prior speaking engagements. A requirement for making a presentation at this conference is that you must have previously presented to a professional conference, or made a major business presentation to a large group.

Review and Notification Information

- Proposals received after 5:00pm on May 1, 2009 and/or incomplete proposals will not be considered.
- Upon request, the Conference Committee will acknowledge receipt of proposals.
- The Program Committee will notify all proposal submitters by May 15, 2009.
- Presentations are accepted based on proposals as submitted. Presenters, session titles, and content are expected to correspond to the proposal. The Conference Committee must approve any speaker substitutions, deletions, or additions.

Selection Criteria

Final selection will be based upon whether:

- ◇ The text of the description and content is clear and concise.
- ◇ The session has a well-defined focus and addresses conference topic (Middle East & North Africa).
- ◇ The presenter's knowledge and expertise are relevant to the session information.
- ◇ All submission guidelines are met.

2009 CONFERENCE PRESENTATION PROPOSAL FORM

In a separate document, please provide the following information:

1. **Presentation Title:** Please limit to 10 words (Please do not use all capitals. Please do not use any abbreviations, acronyms, or trademark)

2. **Presenter Information:** Please provide the following information for each presenter. For additional presenters, attach a separate list.

Presenter	Presenter
_____ Name	_____ Name
_____ Job Title	_____ Job Title
_____ Organization	_____ Organization
_____ Address	_____ Address
_____ City/State/Province	_____ City/State/Province
_____ Zip/Postal Code/Country	_____ Zip/Postal Code/Country
_____ Phone Number	_____ Phone Number
_____ e-mail Address	_____ e-mail Address

3. **Focus Area(s):** For which Focus Area(s) is this proposal submitted (Logistics & Distribution; Financial Considerations; Legal Issues/Considerations; Other)?

4. **Categorize your session:** What kind of background experience or prior knowledge should the participants have when attending this session? Check only one.
 - Introductory: little background knowledge or experience needed.
 - Intermediate: prior knowledge of the concepts and issues surrounding the topic.
 - Advanced: considerable prior knowledge of and experience with the topic.
5. **Presentation Summary:** Please provide a summary of major points to be covered. If your presentation is selected, we may request additional summary. We reserve the right to edit all summaries, as well as the right to reprint submitted information.