

BFMA International, the association for forms and business process professionals, invites you to submit an application to be considered for presentation at educational events.

For any educational opportunities, applications are accepted for topics related to forms and business processes. To develop a balanced program, submissions for various topics are encouraged.

Presenters will receive a complimentary event registration. Complimentary event registrations will be awarded to no more than one speaker per session. If a second presenter is required, his/her qualifications and an explanation of the need for multiple presenters should accompany your application.

A completed application is required for consideration. If you are selected to be a speaker, you are required to provide a presentation and a minimum of a 2-page synopsis for conference proceedings. Proceedings guidelines will be provided upon application acceptance.

Electronic submission is preferred. If you have trouble submitting, e-mail the details of your application to bfma@bfma.org.

Hot Topics: We always welcome new courses.

Requests have been received for sessions on:

- Best Practices in Forms Management
- Business Process Analysis and Mapping
- Centralized Forms Management
- Current Trends in the Industry
- Developing Long Term Strategies
- Electronic signatures
- Establishing Policies and Procedures
- Form Design Principles
- Form Management Databases
- Form Professionals' Skills and Responsibilities
- Form Standards
- Forms and Records Management Relationships
- Future of Forms Industry
- How to Work Successfully with IT
- Mobile Technologies
- Multi Language Forms
- Open Standards
- Transitioning from Paper to Digital/eForms
- Usability: both Paper and E-forms

Areas of Instruction

Personal Development

- Techniques: workgroup development, customer service, presentations, negotiations, training, team player, stress management, diversity, conflict management

Design and Development

- Design Elements: graphics, typography, caption placement, spacing, specifications, automated processing
- Plain Language: designing for the customer
- Graphical User Interface: industry design standards, design to database interfaces, automated programming, application development, usability considerations, usability testing, special considerations for mobile technology
- Techniques: general layout principles including zoning, balance, presentation style, spacing, paper and electronic integration, postal considerations, records and data retention considerations, testing and review

Forms Management

- Work Skills: consultations, cost benefit analysis, interviewing, training, presentation, negotiations, prioritizing and scheduling, project management.
- Administration: identification systems, version control, security issues, management reports, operating procedures, records and data retention, filing systems, obsolescence
- Procurement: supplier relationships, product evaluation, quotations and proposals, contract negotiation, trade customs
- Inventory Management: automated systems including bar coding, just-in-time and freight optimization, forms fulfillment, print-on-demand, warehousing and distribution, inventory control

Process / Workflow

- Project Management
- Assessment of project scope
- Fact Finding: questions, methods, basic business functions, customer needs
- Data Organization: process charting/mapping, recurring data analysis, pareto analysis
- Analysis: questions, methods, interviewing techniques, usability studies (paper and electronic)
- Recommendations: preparations, presentation
- Implementation: Implementation plan, installation, documentation, training
- Follow-up: evaluation and monitoring

Information Systems / Internet

- Internet / intranet: thin/thick client, desktop vs. web, HTML, XML, JAVA, web master, web management, state of electronic signatures since Esign and UETA
- System Architecture: hardware, operating system, networks, communications systems, application software, database development, firewall

Product Tutorials

- Mobile applications
- Electronic Technologies: forms on mobile devices, forms as apps, electronic print applications, digital demand printing, recognition systems (MICR/OCR/OMR), post processing, data merge printing
- Forms Manufacturing: products, materials, methods (prepress, press, flat sheet, web press, bindery, post processing)



Presentation Application

SPEAKER INFORMATION

FIRST NAME		LAST NAME	
JOB TITLE		PROFESSIONAL DESIGNATIONS	
COMPANY / ORGANIZATION			
MAILING ADDRESS			
CITY		STATE / PROVINCE	
ZIP/POSTAL CODE		COUNTRY	
PHONE NUMBER		FAX NUMBER	
E-MAIL ADDRESS			
I have presented for BFMA previously..... <input type="checkbox"/> Yes <input type="checkbox"/> No			
REPLACEMENT SPEAKER		PHONE NUMBER	

SESSION INFORMATION

SESSION TITLE	
CATEGORY (check one)	TYPE (check all that apply)
<input type="checkbox"/> Design and Development	<input type="checkbox"/> Case Study
<input type="checkbox"/> Forms Management	<input type="checkbox"/> Lecture
<input type="checkbox"/> Information Systems	<input type="checkbox"/> Technical Demonstration
<input type="checkbox"/> Manufacturing / Technologies	<input type="checkbox"/> Workshop
<input type="checkbox"/> Personal Development	<input type="checkbox"/> Product Tutorial
<input type="checkbox"/> Process / Workflow	Name: _____
LEVEL	HISTORY
<input type="checkbox"/> Introductory	<input type="checkbox"/> New
<input type="checkbox"/> Experienced	<input type="checkbox"/> Revised
<input type="checkbox"/> Advanced	<input type="checkbox"/> Repeat
	Event/Year Taught: _____

SESSION ABSTRACT (one paragraph, 150 words or fewer)

SPEAKER BIOGRAPHY (one paragraph, 100 words or fewer)

Comments

I understand that speakers are asked to provide presentations and white papers for their sessions. I understand that if I am unable to present, it is my responsibility to arrange for a replacement speaker for my session.

Speaker Name: _____ Date: _____