2020 FMW Call for Presentations
Submission Guidelines and Resources

**Key Dates**

**Call For Presentations Opens:** Week of December 2, 2019  
**Deadline** for abstract submission: February 3, 2020  
Acceptance notifications will be sent the week of February 24, 2020  
**Draft** Session Presentations due in PowerPoint format: July 8, 2020  
**FINAL** Session Presentations due in PPT format: July 22, 2020  

**Submission Guidelines**

IMPORTANT! We suggest you first develop and save your submission proposal in Word then copy and paste the information into the appropriate sections in the online form. The online form does not have spell check so editing your submission in advance ensures greater accuracy.

NOTE: Presentations must offer professionally relevant topics and avoid marketing any particular product, person or business service as those abstracts will not be accepted. All sessions are intended to provide professional development and, therefore, attendees receive Professional Development Hour credits. The National Council of Examiners for Engineering and Surveying (NCEES) defines a PDH presentation as a professionally relevant instruction or presentation. Sessions can be individual presentations, moderated panel discussions, moderated roundtable discussions, or case studies.

**Submission Instructions & Important Tips for Completing the CFP**

- All speakers must accept the **Content Speaker Agreement** terms and conditions at time of submission
- Create a session title that captures the essence of your session in ten (10) words or less
- A 200-400 word description of the session content – the description should “sell” your session to the reviewers – be concise about the value to the audience
- A 50-word summary of the session to be used in conference promotional materials – this brief summary should SELL YOUR SESSION! Make it catchy so people want to attend.
- Four (4) learning objectives are required – this is the list of the knowledge the participants will leave the session with
- A 100 to 150-word biography of the presenter or each panelist is needed
- Presenter(s) qualifications on the subject matter – what makes this person the one who should be chosen to speak on this topic
- If applicable, other conferences where this information has been presented, including references
- Co-presenters must to be identified by name (do not just say “representative from USACE” and included in the abstract submission

**PLEASE NOTE:** Upon acceptance, we may modify the session title and description to match our writing style and format for promotional materials, the website and onsite guide.
Please submit no more than two (2) presentation proposals.

FOCUS AREAS

Educational sessions will be organized into focused topic areas. Each topic’s sub-set clearly defines the type of presentation proposals desired. Be sure to indicate your targeted audience (beginner, intermediate level, advanced) as well. A session could be a stand-alone topic or grouped together with other topics for a broader session. All sessions are one (1) hour in length, including time for Q&A.

Facility Management, Operations, and Maintenance
Topics in this track will look at the efficiency and effectiveness of best practices, tools, and processes meant to enhance asset management, and operations and maintenance (O&M).

- Labor productivity, labor costs, and Key Performance Indicators (KPIs) in performing facilities O&M
- State-of-the-Art of Computerized maintenance management systems (CMMS) and Work Control
- Measuring Facility O&M Quality
- SMART Systems – Using the Internet of Things (IoT) to gain greater control and efficiencies
- Utility Privatization Lessons Learned
- Housing Privatization Lessons Learned
- Facility O&M Leadership, Strategic Planning, Manpower Planning
- Facility O&M and Collective Bargaining Agreements
- Best practices by government agencies outside of the U.S.
- Best practices by global companies promoting FAM internationally
- Best practices by international FAM trade associations and publications
- Accounting for Contingency Base real property (Basing categories: Initial, Temporary, Enduring)
- Real Estate Planning, Acquisition, and Disposition.
- Geospatial data, processes, and tools impacting facility O&M
  - Data analytics supporting O&M: Leveraging spatial data to Manage Predictive/Preventative Maintenance
- Expanding Healthy and Safe Facility O&M Work Environments
- Applying Work Management Tools to Building Systems
- Help Desk Performance, Occupant Communication, and Feedback

Technology Impacts
This track looks at how facility managers use technology to enhance their management, operations, and maintenance; improve safety; and increase performance. Technology is great, and, when properly understood, effective for facility management applications.

- FM Solutions for Cutting-Edge Products and Solutions
- What is IoT (Internet of Things)?
- How is the IoT impacting FM? Too much, too little, what’s next?
- Facility Asset Management, Worker, and Workplace Management Systems.
- Are Emerging Technologies (3D, Virtual Reality, Drones, and Artificial Intelligence, etc.)
Impacting Facility Management Performance?
- Safeguarding Covered Defense Information (Cyber Incident Reporting)
- Using Drones in Facility Asset Management?
- SMS Systems, Tools, Condition Assessment, and Predictive Modeling, i.e., BUILDER, ROOFER, etc.
  - Visualizing SMS data and assessments
- Building Healtthyself - Smart Materials and FM
  - Data standards
  - Authoritative data sources
  - Data stewardship
  - Data sharing agreements
- Preventative Maintenance (PM) versus Predictive Maintenance (PdM). Predicting when and where the next infrastructure failure will occur
- Contract language for data deliverables
- Security and Classification of Aggregated Geospatial Data
- Governance
  - Spatial Data Standards for Facilities, Infrastructure, and Environment (SDSFIE) (https://www.sdsfieonline.org/Home/Index)
- Cyber Security for Industrial Controls Systems
- Communications Infrastructure Interdependency
- Data collection: are we collecting too much data?
- Space Management, Condition Analysis, Linear Segmentation

**Business Management**
This track will focus on best practices, tools, and processes that impact business management systems as part of facility management.

- Structuring FM Requests for Proposals (RFPs)
- Critical Role of Workload Data in FM Requests for Proposals (RFPs)
- Contractor Risk in Firm Fixed Price (FFP) FM Contracting
- Status Report on DoD Attempt to Unify FM Acquisitions
- Financing, Budgeting, and Procurement
  - Overview of DoD FM Budgeting
  - FM Budget Trends at XYZ Facility
  - FFP vs Cost Reimbursable FM Contracting
  - Contractor Furnished Equipment (CFE) vs. Government Furnished Equipment (GFE)
- Current State of BOS contracts
- Leverage Funding to Generate Integrated Facility O&M Plans
- Using Activity Management Plans (AMPs) and/or Comprehensive Asset Management Plans
- Hiring Practices in Facility Asset O&M
- Sexual Harassment in Facility O&M Industry
- Project Management Oversight
- Geospatial Engineering Support of Business Enterprise Systems and Requirements
  - Integrating Geospatial systems and data services in support of Business Platforms
  - Spatial Data Standards for Facilities, Infrastructure and Environment (SDSFIE)
  - Geospatial Engineering support of Planning, Resourcing and Mission Execution
  - Security/ classification challenges associated with aggregation of data
• Controlling Costs Using Work Breakdown Structures
• Commissioning/Retro-Commissioning

Resilience and Environment
This track will look at the assessments and applications that ensure resilience and mission assurance, as well as address environment and environmental stewardship factors, in facility management.

• Energy Resilience/Security for Mission Assurance
• Comparing and Contrasting Private Sector Energy Resiliency with DoD Mission Assurance Goals
• Water/Energy Nexus to lower energy costs and increase resiliency
• Microgrids, Distributed generation, and Energy Storage to Sustain Facilities and Reduce Energy Costs
• Current Status of Power, Gas, Water, and Wastewater Utility Privatization
• Innovations in Energy and Water Efficiency, and Technology Advances: Using Incentives to Change Behavior
• Environmental Stewardship & Sustainability: Sustainable management of built and natural environments
• Collecting and displaying environmental data to effectively communicate to target audiences
• Facility Asset Management, Emergency Preparedness, and Business Continuity
• Resilience and utilization remain strategic themes. Commit to these ideas across DOD
• Integrating installations in support of federal, state, local disaster response and recovery
• Data PREPARATION of the Operating Environment
• Achieving Unclassified Shared Situational Awareness (e.g. Common Operating Data, Common Operating Picture) in Support of Defense Support of Civil Authorities and Humanitarian Assistance Missions

CROSS-CUTTING THEMES: Geospatial and Cyber/IoT (Internet of Things)
In addition to the tracks, authors will be asked to identify presentations that involve “geospatial” or “cyber/IoT” (Internet of Things) systems-based approaches or dependence on networks so they can be specially labeled on the program as cross-cutting themes.

Abstract Evaluations and Notification Process
Abstracts are evaluated using a peer review process. Each abstract will be evaluated by a panel of SAME National Community of Interest (COI) members and Subject Matter Experts from SAME, USACE, NAVFAC, USAF, USGC, and USPHS using the following criteria: quality of abstract, accuracy, overall quality of writing, references, and relevance of the subject to the focus areas.

The review process takes four weeks to complete. Notifications of acceptance for the SAME 2020 Facility Management Workshop will be sent the week of February 24, 2020.

Registration and Travel Info
If attending only on the day of the speaking engagement, registration is complimentary. Full conference registration is offered to government speakers at a rate of $99; to industry speakers, local industry, or those staying in the official room block at a rate of $279. Both public and private industry are responsible for all related travel costs.
NOTE: Any government speaker who submits an abstract is responsible for his/her own approval to attend and is assumed to have received that confirmation prior to submitting. SAME cannot be the advocate to work your approval, however, we will inform the Service which speakers have been chosen.

**Conference Information and Questions**

The FMW Call for Presentations is managed and executed by the Society of American Military Engineers (SAME). For conference details such as the schedule at a glance, location, registration fees, exhibiting and sponsorship opportunities, and travel and lodging, please refer to the conference website at [www.fmworkshop.org](http://www.fmworkshop.org).

If you have any questions or need assistance, please contact us at [sessions@same.org](mailto:sessions@same.org).

Thank you for your willingness to share your time and expertise!