

DIGITAL BUILT WEEK NORTH AMERICA

July 17–20 2019

Seattle, WA



WED 17 - THU 18



WED 17 - THU 18



THU 18 - FRI 19



THU 18 - SAT 20



PRESENTED BY:



DIGITAL BUILT WEEK NORTH AMERICA 2019

Hyatt Regency, Seattle, WA

Wednesday July 17– Saturday July 20, 2019

Speaking Terms of Agreement

Key Contact

Information	Address	Digital Built Environment Institute C/O RTC Events Management, LLC 3943 Irvine Blvd, Suite 13 Irvine, CA 92602, USA
	Email	secretary@rtcevents.com
	Phone	+1 213 814 2888

Speaker

Acceptance

By submitting an abstract, speakers acknowledge that they have read, understood and agree to abide by the requirements and conditions listed within this agreement.

Background Information

Digital Built Environment Institute (DBEI) is committed to the ongoing improvement of the AECO/FM industry. We actively promote better use of new technologies and collaborative frameworks. We actively promote knowledge sharing and learning through participation. We are run by users, for users, not driven primarily by commercial imperatives. Our community comprises thought leaders, technology implementers and practitioners.

The sessions we convene during our conference may be technical, solutions-based, or process driven in nature, and always with a view to the delegates gaining and/or contributing something from/to the session. The conference is about sharing knowledge at an industry community level.

DBEI has engaged in RTC Events Management LLC to manage Digital Built Week 2019, including the abstract submission process.

Becoming a Speaker

There are two ways to speak and present at Digital Built Week:

1. Submitting an abstract and having it accepted, or;
2. Being invited to present on a given topic.

Once a speaker has his or her abstract accepted or is invited to speak, the following sets out the requirements that are placed on speakers and the assistance on offer from the Organizing Committee.

What We are Looking For

What we are looking for:

- Relevant topics
- Engaging presenters
- Willingness to share knowledge
- Sense of community

What We are NOT Looking For

What we are not looking for:

- Sales presentations
- Overt self-promotion

Delegates have always responded negatively to 'marketing' talks and have consistently marked down such sessions. However, you should be aware that the marketing value of being a speaker at DBW is itself very powerful and that your status as a speaker will bring potential clients and contacts to you. Therefore, the best form of marketing you can do in a talk, is allow the quality of that talk to do the marketing for you.

Presentations Session Types/ Formats

There are several accepted session formats:

1. Technical Presentation/Lecture – speaker(s) present from front of room, usually accompanied by audio-visual media. Session size would typically range from 20 to 100 delegates. These types of session range from a 'how to' through to real project case studies.

2. Lab Session – where delegates learn from the speaker using a step-by-step live learning experience, whilst sitting at, or using a computer. Session size would typically range from 20 to 40 delegates. There may be provision for a small gallery of additional delegates that bring their own laptops to follow the Lab, but you are not required to give them assistance during the Lab session.

3. Facilitated Panel– A selected group of people gather to discuss, debate or present a topic or variety of topics in front of an audience.

4. Boardroom Roundtable– A maximum of 24 delegates take part in an intimate discussion or activity, in a U shape (or similar) layout within a private room. Participants discuss a particular topic or topics, of which is submitted via the abstract process. The roundtable speaker acts as a host and facilitator for the session.

5. Simultaneous Roundtable – A maximum of 12 delegates take part in an intimate roundtable discussion around a round banquet table. Other roundtable sessions will be taking place simultaneously in the same room. Participants discuss a particular topic or topics, of which is submitted by the speaker. The speaker acts as a moderator and host and facilitator for the session. No Audio Visual will be provided for simultaneous roundtables.

Within any of the above formats, the following shall apply:

Session Lengths

Please refer to the below table to review the lengths of the sessions per event:

	Data Day	BCS	BILT	DTS
Technical Presentations	45	75	75	
Lab Sessions	75 or 150		75 or 150	
Facilitated Panel	45	75	75	
Boardroom roundtable		75	75	
Simultaneous roundtable	75	75	75	75

Our events have a very good track record of keeping to the scheduled times. It is important that a speaker ensures the duration of their presentation matches the given timeslot.

NOTE:

- In Technical Presentations and Lab Sessions, it would be expected to allow 10 minutes for questions within the allocated time period. Therefore, for example, a 75 minute presentations should run for approx. 65 minutes.
- The above mentioned session timeslots are a guide only and are subject to change until the program is finalised.

Tags

We will be asking you to select up to three tags; one primary and up to two secondary, which you believe best reflect the nature of your abstract.

Digital Built Week Abstracts may be classified under any of the following tags:

- Architecture
- Business Strategy and Leadership
- Coding and Customization
- Construction
- Content
- Data Engineering
- Data Strategy
- Design for Manufacturing and Assembly
- Generative Design
- Infrastructure

- Legal/Commercial
- MEP
- Model Management
- Manufacturing
- Operations and Maintenance
- OpenBIM
- Project Controls
- Project Management
- Simulation and Analysis
- Structure
- Sustainability
- Visualization

Experience Levels

Each session is required to have an experience level nominated by the speaker. Speakers are to ensure their nominated experience level matches the content in their presentation. Feedback from past conferences suggests that delegates are looking for more advanced session content, therefore we do not intend on presenting any beginner level classes and are seeking abstracts in the following experience levels:

- Intermediate
- Advanced
- Expert
- Guru
- All Levels (panels etc)

A full explanation of each level can be found below:

Intermediate

A general understanding of concepts related to the presentation topic is assumed, but detailed understanding of the specific aspects covered in the topic is not. Delegates are expected to be comfortable with the software generally but may be new to the topic you are covering.

Advanced

The session is expected to explore specific, detailed, high-level and complex functionality and concepts that are, nevertheless, generally encapsulated within the existing capabilities of the program or tool. Delegates are expected to have a good working knowledge of the topic of the class, but not the experience to push it to the degree that is proposed within your session.

Expert

The session is expected to be innovative and forward thinking, exploring new areas and discussing best practice solutions. Delegates are expected to already have a very good knowledge of the subject and may often be other speakers, or people who could be speakers! There is unlikely to be a need to explain concepts, definitions and the like, but expect a potentially robust discussion from people who will know what they are talking about.

Guru

You live on the raw, bleeding edge of what your software can do, and only smile when it screams in protest and spits out results even the developers said it couldn't manage. If you don't believe you could be teaching this class, it may not be for you. There is no such thing as too difficult or arcane for a guru class...

All Levels

These sessions tend to focus on general principals and concepts that do not require deep and/ or specific knowledge of tools. The sessions often take the form of roundtables, panel discussions and the like, but also include lecture style sessions with a more theoretical/ philosophical orientation.

Selection Criteria and Process

Submitted abstracts will be reviewed by the relevant event Committee. Abstracts will be approved on their merit, within the conference's time and resource constraints. Criteria for review shall include, but not be limited to the following:

- Proposed content matches proposed duration and skill level
- Relevance of topic to the event
- Potential benefit to, or interest of, delegates
- Previous ratings and feedback to the speaker and/ or topic
- Amount and quality of proposed content
- Proposed session title matches proposed content
- Number of like topics received
- Experience of the speaker

Acceptance of Abstract

The Committee will advise all submitting abstract authors by email of the results of the abstract submission. Wherever possible, we will include comment on those abstracts not accepted, that may be of use in relation to future submissions (note that we typically can only accept one in five abstract submissions!)

After review of the submissions, we may contact you to suggest changes to your subject matter, mode of presentation or experience level so that we can deliver a conference with the expected scope and quality of subject matter.

To ensure the quality of our conference, we place an upper limit of three (3) presentations per speaker.

If accepted, planning by both the Speaker and the Committee will begin in earnest. DBEI recognize the amount of work involved in developing a presentation for the event and advise all speakers to allow enough time in their schedules so that a professional and informative presentation can be delivered.

What DBEI Expects of Speakers

Speaker Materials

Please refer to the below speaker requirements table for details surrounding speaker materials:

	Speaker Webinar	Handout	Presentation	Tips and Tricks	Datasets	Outcomes Document
Technical Presentation/Lecture	Compulsory	Compulsory	Compulsory	Compulsory	N/A	N/A
Lab Speaker	Compulsory	Compulsory	Compulsory	Compulsory	Compulsory	N/A
Panel Facilitator	Compulsory	Compulsory*	Optional^	Optional	N/A	Compulsory
Panel Member	Optional	N/A	N/A	N/A	N/A	N/A
Boardroom Roundtable Facilitator	Compulsory	Compulsory*	Optional^	Optional	N/A	Compulsory
Simultaneous Roundtable Facilitator	Compulsory	Optional	N/A	Optional	N/A	Compulsory
Co-speaker	Optional	N/A	N/A	N/A	N/A	N/A
Lab Assistant	Optional	N/A	N/A	N/A	N/A	N/A
Note Taker	Optional	N/A	N/A	N/A	N/A	N/A

*Outline document with key questions or session objectives acceptable

^Title slide and discussion points recommended

Handouts

DBEI requires that once an abstract has been accepted, a detailed handout for that session is to be written that all delegates will receive via the conference app or website prior to the event. Printed handouts will be printed by DBEI for Lab sessions only. A handout is optional for simultaneous roundtables and a minimum of a session outline with key questions or session objectives is required for both panel facilitators and boardroom roundtable facilitators.

Tips and Tricks

Speakers are required to submit a 'Tips and Tricks' PowerPoint slide, which must include 2-3 of your favourite idea / tips from your session (Including imagery, not just text).

Presentations

In addition to the handout DBEI requires a copy of the actual presentation on-screen. This may be a short bullet point version of the more detailed handout that could also be supplemented with actual demonstrations of the process or software. For the facilitated panels and boardroom roundtables, the speaker is required to provide some form of presentation to set out the framework for discussion.

Outcomes Document

An outcomes document is a summary of the discussions or outcomes that occurred within the session is required for panels and all roundtables. This is a useful resource for delegates to review the discussions that took place and provide avenues for follow up. DBEI requires this to be complete **no more than two weeks after the conference**. It is the responsibility of the facilitator to take notes during the session and to transcribe these into materials post conference. Alternatively, a facilitator may allocate a delegate to act as a note taker for the duration of the session, however it is the facilitator's responsibility to ensure this occurs.

Timeline for submissions

Speakers are required to submit their speaker requirements by the advertised deadline dates. Failure to do so may result in ineligibility to present at future events.

An electronic copy of the handout, 'Tips and Tricks' and the presentation will be required in advance of the conference so that paper copies and digital media can be created. Speakers will be advised of those dates. All speakers must use the relevant template provided.

The handout will be made available on the Events app and Digital Built Week website prior to the conference, and all materials including handouts, 'Tips and Tricks', presentations, datasets and outcomes document will be made available on the website post conference for download and therefore becomes public domain. As such, a speaker will have ensured no elements or images of the presentation or handout are in breach of any confidentiality agreements and that all copyright is either already owned (original content) or that permission has been received from the copyright owner.

Speakers are reminded to take pride in their work; copies of presentations and handouts will be distributed across multiple continents, languages and disciplines... Remember simple steps such as using a spelling checker!

Language Options

Presentations will be conducted in English. If you require a translator, one can be arranged prior to the event but the speaker will need to cover any associated costs. Translation will need to be resolved to the mutual satisfaction of both parties if the primary speaker is not fluent in English.

Lab Software

Upon acceptance of an abstract as a Lab session, speakers are to nominate the software required to successfully deliver their session. DBEI will ensure that required software is installed onto all Lab terminals at the conference. Any changes to the required software (including version and build number) should be communicated to the Lab Manager or DBEI Secretary at least 30 days prior to the event. After this time DBEI will provide all Lab speakers with a final list of software available in each Lab. Datasets shall be provided no later than **30 days prior to the event**. Failure to provide datasets by the deadline will mean the speaker will take direct responsibility for provision of the same. The speaker will also be responsible for the redeployment of datasets onto all Lab machines, should any changes be made to the original file/s supplied. Future speaking positions at events will be affected if speakers fail to provide the required materials for their sessions.

Lab Assistants

Lab Presenters are advised to organise a Lab Assistant for their Lab session(s); your Lab Assistant will need to have a good technical ability to help support delegates attending your session.

Note Takers

Roundtable facilitators are advised to organise a note taker for their session in order to transcribe these into the 'outcomes document' post conference.

Advertising/ Marketing

Speakers are permitted to say who they are and who they work for. This should take no more than two minutes. Moreover, each speaker will be introduced by a third party (usually a Committee member or other person assigned by the Committee). The integrity and quality of this conference is undermined by sales pitches made in a user-focused environment. Not only will it reflect poorly on DBEI as an organization, but also on the presenter. If sales and marketing is what you seek, there are alternative methods to reach your audience. These are discussed in the event's sponsorship prospectus.

Your best form of advertising is a high quality, user-driven presentation of the capabilities of your product or service. Delegates selling themselves on a product are always stronger prospects than delegates being sold to, and this won't contravene DBEI policies!

Speakers shall not advertise their goods, products or services outside of this introduction, nor shame a competitors. They may offer to meet with delegates after the session is complete. Based on the limited time available for each session, information advertising the speaker's products and services may be provided in the session handout (which is separate to any visuals such as a slideshow presentation). This shall be limited to no more than 150 words. Brochures may not be included in the session handouts and may not be distributed at the door without prior written consent of the BILT committee. Company banners or other promotional material are not allowed to be displayed during your presentation.

Speakers in breach of these terms may have their classes cancelled and be asked to leave the event. No compensation or refund will be provided for any expenses already incurred and no speaking opportunities at future DBEI events will then be considered.

Reseller, Distributor or Developer (RDD)

As this conference is a 'for users, by users' style event, conditions for RDDs are as follows:

- RDDs speaking on a general topic are welcome to do so and must adhere to the above conditions set out under Advertising/ Marketing.
- RDDs presenting a software specific session (i.e. one related to software that has been developed or is owned by the RDD) are required to have the class presented by a customer (this customer must be listed in the abstract as the primary speaker and the RDD is the co-author). The RDD may introduce their customer and product but should speak only for a minority of the session duration.
- RDDs in breach of these terms may have their classes interrupted and be asked to leave the premises. No compensation or refund will be provided for any expenses already incurred and no speaking opportunities at future BILT events will then be considered.
- Decisions relating to the appropriateness of class content are at the complete discretion of the BILT Committee.

At the Conference

Presenter computers will ONLY be provided in Labs. All other speakers are required to use their own laptop with HDMI outputs or display port and would be expected to have tested their laptop with the projector and presentation equipment before their session timeslot. Those running Labs would be expected to have loaded and tested their presentation and datasets on the computer and presentation equipment provided within the Lab on the day before their session.

Conduct

DBEI events are professionally run for the benefit of the industry. Speakers are expected to conduct themselves in a similar professional manner.

Notice of Cancellation/ Absenteeism

If you have your abstract accepted, but then withdraw, the relevant DBEI Committee reserves the right to find a substitute speaker to present your material.

If you've submitted your presentation or handout and then find you cannot present on the day of the conference, you can either find your own replacement speaker for your topic or DBEI will work with you to find a substitute speaker to present your material. In this circumstance, you would still be able to receive credit for your work.

Should you discover you cannot present we expect to be notified immediately so alternative arrangements can be made. It is your responsibility to assist DBEI in finding a replacement speaker and if unsuccessful, DBEI reserves the right to charge you the no-show fee.

DBEI, at its discretion, may choose to pass on associated costs to an accepted speaker who fails to advise the relevant committee of any last-minute cancellation. These include, but are not limited to flights, meals and accommodation costs. In submitting your abstract, you agree that you or a co-author will be registered to the conference to present the successful paper.

Cancellation of your presentation without reasonable explanation (and all efforts to find a suitable replacement speaker) to DBEI will impact future abstract acceptances.

Speaker Debrief Attendance

BILT will hold a Speaker Debrief on the final day of Digital Built Week of which all BILT Speakers are required to attend. If a BILT speaker needs to leave the conference early and is unable to attend the Speaker Debrief they are to advise a member of the BILT committee in advance.

BILT Speakers who are absent from the Speaker Debrief, who have not advised us previously, will not receive a speaker gift.

Other Digital Built Week speakers are encouraged to attend if they are available.

What Speakers can expect of DBEI Organizers

In the Lead up to the Conference

A speaker will be provided with a branded Microsoft® PowerPoint® template from which they will prepare their presentation. For Microsoft PowerPoint presentations, failing to use this template may require the speaker to rework and resubmit the presentation. Other formats may be used by arrangement with the relevant Event Manager (Adobe® Captivate®, Prezi® etc.)

The Chairperson or Speaker Manager will be available to assist and provide guidance for speakers, in particular first-time speakers, with any concerns they may have. Further to this, DBEI will conduct a webinar to assist speakers in the development of their presentation and handouts (time and date TBA).

The Event Chairperson, Speaker Manager or representative will make regular contact with the speaker to ensure the development of the presentation remains on track.

Speakers will be provided with sample presentations as a guide in developing their own as well as other handy tips and tricks.

DBEI reserves the right to cut a class if delegate registrations (to the class) are not high enough. This will not impact your speaker entitlements.

At the Conference

Speakers can expect to have someone introduce them prior to the start of the session and to have a room attendant to assist in timekeeping and general order during the presentation.

On-site technical support for any last-minute audio-visual issues will be available. Speakers will have a time clock to assist with the pace of the presentation.

Speakers' Entitlements

Please refer to the below table for all Digital Built Week Speaker Entitlements

	Speaker Sponsor Function Invite	Complimentary Data Day Registration	60% discount on Digital Built Week Registration	25% discount on Digital Built Week Registration	10% discount on Digital Built Week Registration	Honorarium amount
	Wednesday evening	Wednesday	Wednesday - Saturday	Wednesday - Saturday	Thursday - Saturday	For second and subsequent presentations
Technical Presentation/Lecture Data Day (Wednesday)	✓	✓			✓	
Technical Presentation BCS & BILT (Thursday - Saturday)	✓		✓			300USD
Lab Speaker	✓		✓			300USD
Panel Facilitator	✓		✓			300USD
Boardroom Roundtable Facilitator	✓			✓		300USD
Simultaneous Roundtable Facilitator	✓			✓		100USD
Co-speaker	✓					
Lab Assistant	✓					
Note taker	✓					

We are pleased to offer successful speakers a percentage discount on their standard conference registration package (not including an accommodation). This is based on one single session or single Lab for the speakers indicated in the table above. The percentage discount differs depending on the presentation type:

- Technical Lectures and Labs (including Data Day Labs) receive a 60% discount off their choice of registration.
- Boardroom roundtable facilitators and simultaneous roundtable facilitators receive a 25% discount off their choice of registration.
- Data day speakers receive complimentary registration for Day 1 of Data Day (Wednesday) and 10% off their choice of registration thereafter.
- If more than one of the above applies to one speaker, the larger discount will only apply.

Should subsequent sessions be accepted a USD \$300 honorarium will be offered per session as indicated in the table above (up to a maximum two additional sessions). A \$100 honorarium will be offered per session for simultaneous roundtable facilitators (up to a maximum two additional sessions). Travel and accommodation are at the author's own expense.

The relevant speaker discount will have already been applied to your registration upon confirming your involvement as a successful speaker for the conference. Should you also be entitled to an honorarium, this will be paid in the form of a check, direct deposit, or as credit towards your accommodation at the conference venue, after your presentations have been made.

Unless otherwise specified, the payee shall be in the name of the Primary Speaker.

All speakers, regardless of employment (i.e reseller) are eligible for these entitlements.

Co-Speakers

Co-presenters will not be offered a discounted registration or honorarium but may be compensated as agreed between the primary and co-presenter at the discretion of the primary presenter, should they wish to share their entitlement.

Panel members

Invited members of any panel discussions will not be entitled to either the discounted registration or honorarium unless they have already qualified in the category above. Travel and accommodation are at the individual's own expense.

General entitlements

All speakers specified above are invited to join sponsors and the Digital Built Week Committee for the Speaker Sponsor Function and a short briefing prior to the conference (Wednesday July 17, 2019).

Speakers and their employers will receive acknowledgement in the final wrap up session of the conference. By way of presenting at a DBEI event, speakers will receive acknowledgement from their peers.

Speakers may be entitled to additional CPD/CE points, depending on the professional associations they are members of.

Failure to fulfil the speaker requirements will lead to you forfeiting your speaker entitlements.

What Makes a Presentation Successful?

Presentation

Guidelines

- Presentation and/ or handout materials written in sentence case and in clear, concise English.
- The presentation viewed on screen should be short and succinct leaving the handout to provide the additional details.
- The presentation should be readable from the rear of any session room.
- Minimum font sizes (as provided in the presentation template material) should be adhered to for this reason.
- It grabs the viewers' attention.
- It clearly communicates your information.
- It communicates your energy, enthusiasm and confidence.
- You stay in control of your presentation.
- You avoid reading straight from the presentation/ handouts.
- You allow enough time for questions and answers at the end.

Further tips can be found at:

<http://www.speakingaboutpresenting.com/delivery/keep-to-time-presentation/>

Review and Feedback

Speakers will be rated at an operational level (timeliness of submissions, completeness according to criteria requested, responsiveness to contact, etc.), which will be added to the attendee feedback to provide an overall speaker rating.

DBEI is always looking for ways to improve all aspects of the conference. If, as an accepted or potential speaker, you have any suggestions, please feel free to pass them onto the relevant committee.

Speaker

Webinar

DBEI will offer a Speaker Webinar covering Speaking tips to assist in putting your presentation together. This will be run approximately 8-12 weeks out from the conference, and confirmation of the date will be sent to speakers once the date has been finalized. This webinar is designed primarily for new/ inexperienced speakers, but all speakers are welcome to attend and contribute to the discussion.

Speaker

Community

Speakers and general interested parties can utilise the LinkedIn group 'RTC Community' to share and discuss items. Refer to <http://www.rtcevents.com> to join the community.

Speaker

Acceptance

By submitting an abstract, speakers acknowledge that they have read, understood and agree to abide by the requirements and conditions listed within these guidelines.