



10201 Wayzata Blvd, Suite 240
Minnetonka, MN, 55305
(952) 210-6602
www.acecmn.org

American Council of Engineering Companies of Minnesota



Presenter Guidelines, Information and Forms

To participate, please submit the following forms to John Krapek at john@acecmn.org.

ACEC Minnesota is excited to announce the Sponsored Virtual Brown Bag Program. This program will offer our partners the opportunity to showcase new technology, products, techniques and services that help engineers advance the possibility of their field and deliver outstanding results for their clients.

ACEC/MN will market the event to our membership and our staff will facilitate the webcast on the day of the event. All ACEC/MN members can attend this event at no cost and will receive a minimum of 4 marketing messages to promote this event. Sponsored content programming will also be featured on the ACEC/MN website.

Cost for ACEC/MN Members and Affiliates: \$1000

Cost for nonmembers: \$1500

Past Brown Bag presenters will receive member pricing for the 2020-2021 Fiscal Year.

Pricing is based on a sixty minute event, payment from partners is due 30 days before the scheduled event.

To ensure a smooth rollout for your event, please fill out all relevant fields on the following pages and submit the completed document to John Krapek at john@acecmn.org.

Checklist:

- Virtual Brown Bag Summary
- PowerPoint Presentation
- Biography
- Background Information

Virtual Brown Bag Program - FAQ

ACEC/MN regularly conducts live, interactive online seminars on a wide variety of technical and management topics. These programs are state-of-the-practice and designed to transfer technical information that may be immediately applied on the job. Live online events are typically sixty minutes and address a specific topic.

The frequency of our live online events has increased due to member demand. ACEC/MN is interested in connecting with qualified presenters to develop and sponsor new events.

Where do we get our instructors?

Instructors come from the private sector, universities and Federal, State and local government.

What Virtual Brown Bag topics will ACEC/MN consider offering?

ACEC/MN will consider all timely, state-of-the-practice topics of value to practicing engineers. Keep in mind that your topic should be focused, specific, and last approximately sixty minutes. Brown Bag attendees are active in many engineering fields: structural, road, rail, water / air transportation, power generation / transfer, mechanical, electrical, geotechnical, environmental, clean / waste water, and more.

How many presenters do you recommend for a Virtual Brown Bag?

Many events have one presenter, but if other presenters can offer insights or perspectives that enhance the learning outcomes of attendees, please feel free to include those additional presenters and plan the overall presentation accordingly. ACEC/MN uses Zoom for webcast programming which can accommodate several presenters.

When are these Virtual Brown Bags?

ACEC/MN has a schedule for Virtual Brown Bags for the coming year, events are held every other Friday from 12:00 PM to 1:00 PM Central Time. Events may also be scheduled at other times to accommodate presenters or audiences.

Here is the schedule of open dates for Virtual Brown Bags for FY 2020-2021:

July 17 & 31, 2020

January 15 & 29, 2021

August 14 & 28, 2020

February 12 & 26, 2021

September 11 & 25, 2020

March 12 & 26, 2021

October 13 & 30, 2020

April 16 & 30, 2021

November 13, 2020

May 14 & 28, 2021

December 11, 2020

June 11 & 25, 2021

Virtual Brown Bag Summary

Please fill out this form as completely as possible, this information will assist ACEC/MN with the marketing for your Virtual Brown Bag.

Proposed Title: _____

Preferred Dates:

July 17	October 13	February 12	May 14
July 31	October 30	February 26	May 28
August 14	November 13	March 12	June 11
August 28	December 11	March 26	June 25
September 11	January 15	April 16	
September 25	January 29	April 30	

Summary:

Provide 3–4 sentences to explain the context and purpose of your presentation, summarize what primarily will be discussed, and the intended outcome for attendees. Your brief should be between 200 to 500 words

Primary Discussion Topics: list 3–4 core topics of discussion to highlight.

Learning Objectives: describe the learning objectives/outcomes for your presentation

PowerPoint Presentation

ACEC/MN asks for submission of your PowerPoint Presentation no later than one month prior to your scheduled web seminar. If your presentation is complete, please feel free to include it with this completed form.

Presenter Biography

Name: _____

Title: _____

Organization: _____

Street Address: _____

City, State, Zip: _____

Business Phone: _____

Cell Phone: _____

Email: _____

Preferred Introduction: ___ Dr. ___ Prof. ___ Mr. ___ Ms. ___ Mrs.

Please provide a brief narrative biography. Separately attach a copy of your resume.

In your biography, please include these items if applicable:

- a) Professional letters, e.g.: J. D., Ph.D., P.E., FASCE
- b) Current position/title and responsibilities
- c) Organization's activities and areas of specialty
- d) Education
- e) Previous positions and related experiences
- f) Lecture experience and authored publications
- g) Professional affiliations
- h) Level of involvement with ACEC, ACEC/MN, or ACEC chapters in other states

Background Information

The following questions ask for background information relating to the proposed course, which will improve promotion and marketing of the course.

1. Please note which engineering disciplines would get the most from this course (structural, geotechnical, environmental, road, rail, energy, mechanical, water):

2. If this course has been previously offered, please note:

When developed: _____

Developed for: _____

Designed by: _____

3. If other professional groups would benefit from your course please note those here (architects, contractors, lawyers, etc.)

4. If this course has been previously sponsored by organizations other than ACEC/MN, you may include a brief statement or testimonials regarding past success (Edits may be made for brevity and grammar)

5. Describe how the knowledge gained from taking this course will benefit participants on the job:

6. What problem(s) or issue(s) will this course address?