



FMA - FUTURE FM NATIONAL SUMMIT

Compliance & Regulations in FM

EVENT OVERVIEW FOR SPEAKERS

FMA Contact:	Nicole Arnold – Manager Operations & Partnership, 0405 537 354 nicolea@fma.com.au		
Type of event:	One Day National Summit		
Event title:	Future FM National Summit: Compliance & Regulations In FM		
Event webpage:	TBA		
Date:	Tuesday 28 March 2022		
Venue/location:	RACV City Club 501 Bourke Street Melbourne 3000		
Arrival time/info:	Please arrive during the break before your session, or at least a minimum of 30 minutes prior to your presentation time & ask for Nicole Arnold upon arrival. Exact presentation times will be provided to speakers and panellists closer to the event date. Please note that all visual presentations must be provided prior to the event day as indicated below, as they cannot be uploaded upon arrival.		
Est. no of attendees:	Approximately 80 attendees, including FMA members, facilities management professionals and suppliers. This event will also include a small industry expo of a limited number of trade tables.		
Event Start time:	9.00am for 9.20am strict start	End:	4.30pm - then 1 hour networking drinks to 5.30pm
Catering:	<ul style="list-style-type: none"> • Arrival tea/coffee • Morning tea/coffee • Stand up working lunch • Afternoon tea/coffee • Networking drinks and canapes 		
Session Briefs:	<p>Morning Session: Emerging and Recent Regulation Changes</p> <p>In this session we will hear from various Government departments and bodies on changes to regulations that affect the FM Industry. Topics to be covered include Modern Slavery Act, Australian Building Codes, Strata Reform, Air Quality Regulations.</p> <p>Afternoon Session: Responding to Compliance Changes</p> <p>This session will highlight how a range of experienced industry practitioners and facility managers are responding to the regulation changes discussed in the morning session, find out what is relevant to them in their organisations, while exploring case studies and discussing the challenges they face.</p>		

Format:	<p>9.00am Registrations open - Arrival Tea/coffee</p> <p>9.20am Welcome and official opening</p> <p>9.30am Emerging and Recent Regulation Changes - 3 x speaker presentations & 1 x Special presentation</p> <p><i>Morning Tea/networking (15 mins)</i></p> <p>Regulations in FM - Panel <i>(approx. 55 mins)</i></p> <p>12.45pm <i>Lunch/networking (40 mins)</i></p> <p>1.25pm Responding to Compliance Changes - Special presentation x 1</p> <p>1.55pm 3 x speaker presentations</p> <p><i>Afternoon tea/networking (10 mins)</i></p> <p>Compliance in FM - Panel <i>(approx. 50 mins)</i></p> <p>4.25pm Event wrap up & close</p> <p>4.30pm Networking Refreshments <i>(60 mins)</i></p> <p>5.30pm Event close</p> <p><i>** Please note that the above format and times are subject to change</i></p>
For Speakers:	<p>Please base your presentation on a 20 minute speech, with 5 minutes question time, as we need to allow for changeover of speakers and AV presentations.</p> <p>Timing will be strict to ensure all speakers are given the same amount of time to present. This will be monitored and those running overtime will be cut off.</p> <p>Please advise on the following form whether you will use a visual presentation or not. If yes, these MUST be received by Wednesday 22 March to enable time for approval and uploading to the venue system.</p> <p>Please read the Speaker Guidelines on the next page carefully.</p>

For more information:

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Speaker Guidelines



The Facility Management Association of Australia thanks you for your contribution to this event and values your technical expertise.

Maintaining the quality of FMA events is vital. Every seminar, panel session or forum presented by the Association must consistently meet the high expectations of our members and other industry professionals.

To ensure this, we ask you to adhere to the following Speaker Guidelines when presenting at FMA branded events, including:

- Speaker Road Shows
- National Summits
- Site visits
- Breakfast forums
- Lunch forums
- Professional Development
- Other

Technical independence is paramount

Speaking and presentation engagements build awareness of, and credibility for your organisation and/or industry. It is important to remember:

- It is your technical expertise that builds value in your brand
- Attendees come for your technical, independent expertise
- FMA research shows that attendees take a higher level of value from independent speakers. They are consistently critical of presentations that are **sales focused**
- FMA events as listed are not sales opportunities. The FMA offers Expos and conference exhibition opportunities for this purpose

Guiding Principles

- Deliver quality, independent content for the benefit of participants; **not a hard sell**
- Keep your company profile and contact information down to one slide
- Soliciting participant business cards with "follow-up bait" is not permitted (e.g. offering a research report by "dropping off a business card on your way out" is not acceptable)
- If you are asked to speak about a topic that you have close financial ties to, you must disclose the nature of the relationship and, if need be, excuse yourself from the discussion
- If you own the product or service or have a financial interest in the company you should not make "a bias" recommendation e.g. this is not an opportunity to promote your brand
- Permission is required to release any other information at a session e.g. handouts or other promotional material

Presentation style & format

- A PowerPoint template will be available for use during your presentation. This cannot be altered without prior approval. No other presentation format may be used unless your request has been approved.
- Presentations that contain stale content from other events or have been utilised previously are not permitted at any time.
- PDF versions of presentations will be available for download post event, by event attendees only, via the FMA website.