The Windy City Summit is a two-and-a-half-day conference offering more than 110 educational sessions including panel discussions, case studies and experts presenting a variety of financial topics. Attendees include treasurers, cash managers, accountants, controllers, internal auditors, AVP, EVP, SVP, CEO, COO, CFO and Presidents. Contact Valerie Powley at Valerie@WindyCitySummit.org if you have any questions regarding the Call for Presentations.

Call for Presentation Submission Information and Guidelines

- Presentations must be submitted using the **online submission system** no later than **Friday, November 30**. Incomplete submissions and submissions received via e-mail will not be considered.
- Please make note of the word limits in the submission: 75-word limit for the session description; 50-word limit for the speaker biography; and 10-word limit for the session title.
- All notifications regarding your submission will be sent by e-mail to the **primary presenter only.** It is that person's responsibility to provide updates to any additional speakers/presenters. An e-mail will be automatically sent to the primary presenter to confirm submission of the Call for Presentation *(please check your junk/spam mail folder)*.
- ***The maximum number of people (speakers and moderators) allowed for each session is three and the number of people in your session cannot be increased after the submission deadline (11/30/2018).*** **If you do not yet know who will be speaking with you, enter a placeholder such as "client speaker" to the presenter information**.
- Notification emails will be sent from our speaker software system to all speakers by **January 15, 2019**. If selected, all speakers must confirm receipt of the notification email and officially accept the invitation to present by the indicated response date.
- All speakers will receive complimentary registration to the conference. *Complimentary speaker registration cannot be transferred to another individual without prior approval from the Windy City Summit.* The Windy City Summit does not provide any speaker honoraria or reimburse speakers for travel expenses.
- Concurrent Sessions at the Windy City Summit are scheduled in 50-minute segments. We recommend you allow 10 minutes of unstructured time for participant Q&A and dialogue.
- Final presentations, in PDF format, must be submitted to the Windy City Summit by the requested due date and will be uploaded for attendee use.
- Presentations delivered at the conference must match the final presentation PDFs as well as the session details submitted (i.e. no changes to content, # of presenters, slides).
- **Presentations cannot contain advertising or any marketing or commercial content.** Company specific marketing materials cannot be distributed to attendees during a session.
- Speakers must bring their own laptop and an electronic copy of their presentation.
- There is no limit to the number of presentations an individual or company can submit. However, the program committee may limit the number of selected presentations from the same individual and/or company to achieve or maintain program balance.
- The Windy City Summit cannot guarantee the scheduling of a session on a specific day or time.
- Submission of a presentation does ***not*** guarantee acceptance as a speaker.

When you enter your submission, you will be asked to select the session track which best describes your presentation. All 2019 session tracks and experience levels are listed below for your reference.

Session Tracks for 2019

Advanced (ADV) Detailed presentations on topics of significant interest to senior level treasury management and finance executives.

Banking (BANK) Topics that cover corporate banking challenges and/or opportunities.

Banker Topics (BT) Designed for bankers and financial service providers.

Card Payments (CP) Includes topics on how card programs can cost-effectively and efficiently disburse funds, improve money management, add flexibility and control funds usage and tracking.

Corporate Finance (CF) Short and long-term financial management topics including borrowing strategies and vehicles, financial planning and analysis, and capital structure.

Fraud and Compliance (FC) Addresses compliance with regulatory requirements and current threats within treasury systems.

Insurance & Risk Management (IRM) Business risk, insurance, foreign currency and interest rate risk management.

International Treasury Management (INTL) International operations and management including risk solutions, price changes, payments, cash management, and global financial management trade.

Investments (INV) The latest information for maximizing yields and portfolio returns, and setting short and long-term investment goals.

Liquidity Management (LM) Tips and techniques for budgeting, cash forecasting and ensuring adequate funding for your operations are available.

Professional Development (PD) Strategies to keep your career on track and continue to enhance your marketability.

Relationship Management (RM) Explores the relationships with financial institutions and other service providers including the evaluation, selection, negotiation and ongoing review processes.

Transaction Processing (TP) The latest trends, best practices, and integration options to achieve seamless transaction processing.

Treasury Management Essentials (TME) Explores a wide variety of global treasury situations and solutions.

NEW! Treasury Technology (TT) Innovative technologies in the treasury and financial industry that create new and improved financial services for companies and users. Some examples include FinTech (APIs, process automation, artificial intelligence, computer software), disruptive technology, POBO/ROBO, blockchain, digital wallet, cryptocurrency, cybersecurity, machine learning, robo-advisers, etc.

Working Capital Management (WCM) Trends and best practices to drive efficiency and maximize your working capital.

Experience Level Guidelines for 2019

Beginner The content introduces the subject using practical information and user-friendly terms and definitions.

Intermediate A session designed for participants with some knowledge of the subject. The presentation will provide additional information to provide a greater understanding of the subject matter.

Advanced These presentations offer in-depth and current information on the subject. Participants should have a strong background in the topic to get the most from the session.

Call for Presentation Review and Selection Process

The Windy City Summit provides the following information to help you understand how the program committee reviews your presentation. We want to help you develop your presentation in a way that will give you the best chance of receiving full consideration.

- After the close of the call for presentations (November 30, 2018), Windy City Summit Headquarters will send the presentation proposals to the program committee.

- Committee reviewers use the following criteria:
  - How well does the presentation relate to the overall conference theme and at least one of the identified focus areas?
    - The presentation should offer a unique perspective or application that adds value for an attendee.
    - The explanation you provide in the submission application is the basis for this review.
  - Will your presentation attract a diverse audience?
  - Does your presentation identify the most appropriate education session track?
  - Does your presentation identify the audience level of expertise that best matches the content of your session (Basic, Intermediate, or Advanced)?
  - Does your presentation completely and thoroughly:
    - Address 3–5 learning outcomes,
    - Demonstrate results and application of the content, and
    - Contain material which is original, timely and up-to-date?
  - Does the indicated experience level of the suggested audience match the depth and/or complexity of the content being delivered? Please see above for experience levels.
  - Does the presentation title and description match the content of the presentation?
  - Is the technical content appropriate, relevant, and applied correctly?
  - Is the presentation aligned to the theme and focus area(s) of the conference?

The committee will also review session balance with the overall conference and may review evaluation feedback on the presenter and topic from past Windy City Summit conferences.

Sponsorship opportunities and Exhibit Booths are still available to increase your company's presence at the Summit. Please contact Niki at Niki@WindyCitySummit.org for more information.

For more information on the Windy City Summit visit our website at www.WindyCitySummit.org.