



SAME
Federal
Small
Business
Conference
NOV
4-6
2026
CHARLOTTE
North Carolina

FUELING FEDERAL ACQUISITION

CFP Submission Form

To assist you with the submission process, we have outlined the steps that you'll go through to complete an Abstract Proposal.

Page 1. Author/Speaker Information.

The following information is required for this page:

Author Role:

- Speaker
- Moderator

First Name: _____ **Last Name:** _____

Badge Name: _____ **Title:** _____

Email: _____ **Cell Phone:** _____

Company Name: _____

Biography (300-words max)

Qualifications on Subject (100-words max)

Past conferences where this information has been presented

Page 2. Abstract Information

The following information is required for this page:

Strategic Plan Goals (choose 1)

Choose at least one goal that directly supports SAME's purpose to enhance readiness.

- Develop People
- Drive Partnerships
- Deliver Solutions

Track (choose 1)

Review the CFP Guidelines for a list of topics for each track.

- On-Ramping to Federal Contracting
- From Policy to Practice
- Business Growth Strategies
- Spurring Innovation and Technology

Session Title (10-words max)

A catchy, compelling session title.

Session Description (200-400 words)

This is a succinct summary of your presentation. It should provide enough information for the program committee to understand what you plan to present.

Attendee Takeaway (50-words max)

We are looking for 50 words that concisely highlight your session. It needs to be informative but also engaging so that participants understand expectations and are enticed to attend. Start with an active, exciting sentence.

Learning Objectives (4 required)

Provide four Learning Objectives using action verbs describing what attendees will learn/be able to do by attending the session. Bloom's Revised Taxonomy provides a comprehensive [list](#) of action verbs.

#1: _____

#2: _____

#3: _____

#4: _____

Video Link

The link(s) **should** be accessible to SAME and abstract reviewers through July 31, 2026. The best way to submit the video is using a YouTube or similar platform.

A 1–2-minute video telling us about the basis for your proposed session. What to include in your video:

- Overview of what you will present and why it is important to the SBC audience
- Who will be presenting, particularly important for panels
- What the audience will get by attending your session
- It doesn't need to be hi-tech
- We want to hear from those who will present at SBC

Target Audience (Choose 1)

- Government
- Industry
- Government and Industry

Level of expertise (Choose 1)

- General
- Entry Level
- Intermediate/Advanced

Additional Comments

Do Not include names of panelists or other speakers here. Use this space to elaborate on specific presentation points and/or how the presentation will flow.

Session Type (Choose 1)

Session will be presented by:

- One Presenter
- Two Presenters
- Panel of three or more

Moderator Information (Choose 1)

The role of the moderator is to help ensure that the session runs smoothly. The moderator initiates contact with speakers prior to conference, to discuss details pertinent to the session. At the conference, the moderator helps to ensure the room is properly equipped.

- SAME, please provide a moderator
- I have added my moderator to the abstract
- If selected, I will provide my moderator within 2 weeks of notification

Re-Broadcast of Your Session

SAME may re-broadcast my session?

For example, if a SAME post would like to show your session as a post event, are you willing to allow re-broadcast of your session's recording?

- Yes
- No

Page 3. Review Information

You can add additional Presenters on this page (Reference the CFP FAQs). You **MUST** click on the **SUBMIT** button at the bottom of the page to Save/Submit your Abstract (Reference the CFP FAQs).