

## 1. CHOOSE A TOPIC

Choose the topic that is most beneficial to your membership (*this should involve surveying your members*):

- 100 Worst Mistakes in Government Contracting.
- Contract Changes, Disputes & Terminations.
- Contract Types.
- Cost Estimating and Contract Pricing.
- Developing Winning Proposals—Proposal Preparation Techniques and Tips.
- \*NEW\*** Key Contract Terms and Conditions
- FAR Essentials.
- Risk Management for Complex U.S. Government Contracts and Projects.
- Subcontract Management From A to Z.
- The COR Member of the Acquisition Team: The Contracting Officer's Representative (COR) Guide to Performance and Quality.

## 2. FINALIZE LOCATION

Finalize the location of the event (*start with options that may be free or inexpensive, and consider catering options available at each location*):

- Office conference space.
- Community training center.
- Hotel.

## 3. SELECT SPEAKER

Select your speaker for the NES topic chosen:

- Review the [speaker roster](#) for approved speakers on each NES topic.
- Contact [learningcenter@ncmahq.org](mailto:learningcenter@ncmahq.org) for speaker recommendations.
- Determine the speaker's availability.
- Negotiate expenses with the speaker: transportation, lodging, food, etc.

## 4. DETERMINE PRICING

Determine the pricing for the following expenses (*and be sure to accurately budget for them*):

- Material cost due to NCMA (\$60–\$105 per participant depending on your NES title and when the chapter NES is confirmed)—contact [learningcenter@ncmahq.org](mailto:learningcenter@ncmahq.org) to determine what your chapter will owe.
- Venue.
- Speaker travel or honorarium.
- Breakfast, lunch, and refreshments (if any).

## 5. NOTIFY NATIONAL

Notify the National Office, at [learningcenter@ncmahq.org](mailto:learningcenter@ncmahq.org), of your intent to hold an NES with the [Chapter Commitment Form](#).

- Find the Chapter Commitment Form and other NES materials—including presentation slides—by logging in to [education.ncmahq.org](http://education.ncmahq.org).
- Email [learningcenter@ncmahq.org](mailto:learningcenter@ncmahq.org) for login details

For a sample budget, please reference the [Chapter Guidebook for Conducting a National Education Seminar \(NES\)](#).