NES HOSTING TIPS

1. CHOOSE A TOPIC

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

- NEW! Contracting Compliance.
- NEW! Leadership Strategies for Contracting Professionals.
- Contract Changes, Disputes & Terminations.
- Contract Types.
- Developing Winning Proposals.
- FAR Essentials.
- Pricing and Negotiating Commercial Item Contracts.
- 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:

- Contact 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 ($65-$105 per participant depending on your NES title and when the chapter NES is confirmed)—contact 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 least 30 days prior to the event, at learningcenter@ncmahq.org, of your intent to hold an NES with the Chapter Commitment Form.

- Find the Chapter Commitment Form and other NES materials here.
- Email learningcenter@ncmahq.org for login details