



CALL FOR
SESSION PROPOSALS
For

1st Annual International ICT Conference

Ignite Your Digital Transformation

May 15th and 16th, 2018
The Hyatt Regency Trinidad
1 Wrightson Road, Port-of-Spain

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Introduction

The **ICT PRO TT Committee of the Trinidad and Tobago Chamber of Industry and Commerce** will be hosting its **1st Annual International ICT Conference** titled ***Ignite Your Digital Transformation*** on May 15th-16th, 2018 at the **Hyatt Regency Trinidad, 1 Wrightson Road, Port-of-Spain**.

Ignite Your Digital Transformation is an international technology conference hosting an array of like-minded ICT and Business Professionals. This two-day event is held in the capital, Port of Spain, and offers participants a unique opportunity to deepen their digital knowledge and capture the Value of ICT trends and services in business and government. We will explore the impact of technology solutions across the Caribbean region – through presentations and exhibitions of the latest and leading trends, innovations and business solutions. It will also be the ideal setting to network and facilitate partnerships among local and regional peers and business partners, as well as engender Public Private Partnerships (PPPs) across Trinidad & Tobago, the Caribbean and internationally.

ICT PRO TT along with The Chamber is issuing its **Call for Session Proposals** to leaders in the field of ICT to present abstracts to be considered for this flagship event. Speakers should represent the "**best of the best**" with the ability to fully expound on any of the tracks as listed in the Call for Session Proposals.

We are seeking presenters who have experience presenting at conferences and other public forums in addition to being practitioners who can demonstrate in-depth knowledge and expertise in the areas identified and can advance innovative approaches consistent with the Conference Theme.

The following documents are appended for your guidance:

- A1 Conference Overview
- A2 Guidelines for submission of Session Outline and PowerPoint Presentations

Submit your Proposal to showcase and share your thought leadership with the profession. The deadline for submitting your Proposal is **February 9th, 2018**.

Please send your Proposal to contact@ictprott.com

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Derrick Villeneuve
Chairman,
ICT PRO TT

A1: Conference Overview

The **ICT PRO TT Committee of the Trinidad and Tobago Chamber of Industry and Commerce** will be hosting its **1st Annual International ICT Conference** titled ***Ignite Your Digital Transformation*** May 15th - 16th, 2018 at the **Hyatt Regency Trinidad, 1 Wrightson Road, Port-of-Spain**.

The conference aims to bring together professionals from all spheres of the ICT community, to raise awareness of new and existing technologies, to encourage digital growth and development, and to foster collaboration and create channels of communication, all towards the goal of individual, corporate and national transformation.

Technology has created a global marketplace. Professionals, businesses and governments alike must rise to the challenge in terms of development of competencies, infrastructure, policies and frameworks, accessibility and enablement, to compete in today's paradigm.

The conference will showcase best practices in ICT, and content should be geared toward the theme of Digital Transformation. Theoretical and practical approaches are welcomed, for both new and existing technologies. However, these must be supported by strong examples of how the technology in question can be applied towards the aim of growth, development and innovation.

The conference will focus on the following Tracks as they relate to ICT:

- ❖ LEADERSHIP
- ❖ GOVERNMENT
- ❖ CYBER-SECURITY
- ❖ ANALYTICS
- ❖ CLOUD
- ❖ BUSINESS APPLICATIONS
- ❖ SOCIAL
- ❖ INFORMATION TECHNOLOGY ENABLED SERVICES

Up to 8 Proposals will be selected for each Track.

Target Audience

The Conference aims to attract hundreds of professionals from the Caribbean / CARICOM Region, Canada, the USA and further afield. Attendees will be drawn from a wide cross-section of industries and will include:

- CEOs, CIOs, CTOs, Business Managers
- VPs, Directors, GMs, Managing Directors
- ICT professionals and persons interested in developing their knowledge and skills in ICT related areas.

Conference Agenda

May 15

Time	
7:00 to 8:00 am	Breakfast
9:00 to 11:00 am	Keynote
11:00 am to 5pm	Breakout Sessions
11:00am to 7:00pm	Exhibitor Hall
Noon to 2pm	Lunch
11:00am to 7:00pm	Exhibitor Reception

May 16

Time	
7:00 to 8:00 am	Breakfast
9:00 to 11:00 am	Keynote
11:00 am to 5pm	Breakout Sessions
11:00am to 5:00pm	Exhibitor Hall
Noon to 2pm	Lunch
6:00 pm	Close Out Party

A2: Guidelines for Submission of Session Proposals

Proposal Format

Proposals should be submitted in PDF or Microsoft Word format and contain the following information:

Information	Explanation
Full Name	The full name of the presenter or presenters.
Contact Number	Provide one or more phone numbers we can reach you at
Contact email	Provide your email address
Company Name	If applicable, provide us with the company you are representing.
Speaker Biography	Up to 100 words. Provide a summary of your education, work history and experience that is relevant to your speaking topic.
Related Experience	Provide a list of other speaking engagements or relevant experience. If you have any published content on YouTube or other platforms, please provide links. You can also provide references.
Tracks	Identify which Track or Tracks your Proposal is related to.
Session Title	Provide a title for your session
Duration	A standard session should have 45 minutes of content. Following this, a further 10 minutes of time will be available for questions and answers.
Session Type	Please select one of the following: <ul style="list-style-type: none">• Presentation – The audience listens to your presentation and may have questions• Workshop – The audience participates in a significant way.• Panel – Several industry experts discuss a topic which is moderated
Session Outline	Provide an outline of your session topic and how it will be structured.
Maximum Attendance	If you are having a workshop please indicate if there should be an attendee maximum
Audio Visual Requirements	Will you be using a laptop for the presentation? Does your presentation require audio or video (not including a microphone)?
Room Layout	Rooms will be laid out in theater style to maximise seating. If your session requires a different configuration, please identify this.
Optional	Any additional information that you think would be helpful for us to evaluate your Session Proposal. If you have existing documentation or presentation material you would like to share, then you can email them to us as part of your Proposal, preferably in PDF format.

Evaluation Criteria

Proposals will be evaluated based on the following criteria.

- How well the session topic aligns to the conference theme: Ignite Your Digital Transformation
- Speaker experience
- Quality of submission

Schedule

The following table provides relevant due dates for the submission, evaluation and delivery of your Session:

Submission Milestones	Due Date
Submission of Session Proposals	Feb 9 th
Review of Proposals	Mar 2 nd
Notification of Acceptance	Mar 9 th
Submission of 1 st Draft Presentation	Mar 31 st
Feedback on 1 st Draft	Apr 7 th
Submission of 2 nd Draft & Slides (if required)	Apr 14 th
Submission of Final Paper, Slides	Apr 21 st

Electronic Documents

By submitting a Session Proposal you agree to share copies of any relevant documentation or presentation files in electronic format with the Trinidad & Tobago Chamber of Industry and Commerce for distribution to all conference attendees.

Conference Pass

If your Session Proposal is accepted, you will be provided with one free Registration for the full duration of the conference. You are responsible for any additional costs that you incur to participate in the conference such as travel and/or accommodations.