

MBI Speaker Policy

The Modular Building Institute (MBI) is the international non-profit trade association serving the commercial modular construction industry. It is the mission of MBI to expand the use of offsite and modular construction through innovative construction practices, outreach and education, and recognition of high-quality modular designs and facilities.

In furtherance of its mission, MBI offers educational opportunities for stakeholders including live and virtual events. This policy describes the requirements for prospective speakers.

- The opportunity to submit a proposal to present at an MBI event is open to both MBI members and non-members.
- Presentations must:
 - be educational in nature (e.g., not a pitch for a product or company)
 - be relevant for the intended audience (e.g., topic, level, etc.)
 - provide practical takeaways for the intended audience (e.g., lessons learned, how to, etc.)
- Prospective speakers must submit the following details for review:
 - Name, job title, company affiliation, and contact information
 - List of professional credential(s) and/or license(s) held
 - Details on prior speaking engagement(s) (e.g., date(s), location(s), event sponsor/host, and sample slides or brief video clip)
 - Presentation title
 - Presentation description
 - Presentation outline (e.g., structure, elements that will be addressed, how the content specifically relates to modular construction, etc.)
 - Learning objectives/key attendee takeaways (e.g., what will an attendee be able to do/understand, etc. after session vs before?)
 - Topic(s) addressed
 - Format (i.e., individual presentation, panel session, workshop, or other)
 - Target audience (i.e., manufacturers, contractors, owners/developers, design professionals, investors/financial institutions, academia/researchers, government officials, or other)
 - Level (i.e., beginner, intermediate, or advanced)
- Prospective speakers must agree to:
 - be responsive and provide information upon request in the vetting process
 - refrain from including promotional materials, special offers, job offers, product announcements, solicitation for services, and/or direct selling of products or services within presentations
 - appropriately attribute images and references to other works and obtain advance permission for use of any copyrighted materials within presentations

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- utilize a presentation template, if provided, and submit presentations in advance, upon request
- adhere to the MBI code of conduct and event code of conduct