



## Our Mission:

NEBB is the premier international accreditation organization producing Procedural Standards and Personnel Certification for cleanrooms, control environments, air filtration, and all aspects of the engineering science of HVAC. *Additional information on NEBB is available at [www.nebb.org](http://www.nebb.org).*

The success of a conference depends on the participation and submission of quality speaker presentations. NEBB encourages abstract submissions from industry leaders and forward-thinking professionals for possible inclusion in our 2025 Annual Conference. The objective of the Speaker Abstract is to provide a concise and distinctive outline of the proposed speaking content. Please follow NEBB's Speaker Guidelines when developing the Speaker Abstract.

## Speaker Guidelines

NEBB reserves the right to edit, change, and shorten any submitted materials to meet NEBB requirements.

**Title: (64 Characters Maximum, Space is limited)** Provide a clear and concise title that accurately reflects the session's content. This will be the official title to be marketed on all NEBB Annual Conference speaker materials. **Once published and approved, session titles may not be changed.**

Please indicate which core area your presentation will discuss from the list below:

- TAB
- Sound Vibration Measurement
- Building Systems Commissioning
- Retro-Commissioning
- Fume Hood Performance Testing
- Cleanroom Performance Testing
- Building Enclosure Testing
- Business Practices
- Leadership Skills

**Presentation Formats:** Presentations should be offered in a 60-minute session format.

**Session Abstract (full length and modified): (250 words maximum for full length and 25-50 words for modified)**

Your Abstract should highlight how your session relates to the NEBB Certified Professional, the benefits to those who attend, and clearly explain the learning that will occur. This Abstract will be used in marketing your session.

Please address the following questions:

1. How will your session allow attendees to improve their careers, and practices, and serve in their profession or the community?
2. How will your session benefit the NEBB Certified Professional and Certified Firm?
3. How will your session expand attendees' perspectives, challenge their minds, and encourage discussion after the session?

**Learning Objectives: (225 characters maximum for each objective)**

Provide **four** learning objectives a session attendee can gain from participating in your session. Be informative and descriptive in this section.

**Speaker Information:** Provide your name, title, organization, professional affiliations, mailing address, best contact number, and e-mail address. List your most recent speaking engagements at NEBB or other industry events, including dates and names of events. Provide any additional information that may be important. Include a brief 200-word biography, including expertise with the particular session topic. Failure to provide complete information may result in disqualification. Curriculum vitae and resumes will not be accepted.

**AV Setup:**

**Individual Speaker Set-up:** LCD screen and a projector, podium with mic, and table for speaker's laptop.

**Panel Set-up:** LCD screen and a projector, a podium with mic, and a head table for a panel.

***\*NEBB must be notified in advance of panel sessions.***

1. To submit a Speaker Abstract Form, please email: [samantha@nebb.org](mailto:samantha@nebb.org)
2. Abstract deadline: **on or before Saturday, March 1, 2025**
3. Selected speakers will be contacted by Tuesday, April 1, 2025

**Core Areas.** NEBB desires to receive Speaker Abstracts in the specific core areas

- |                               |                          |
|-------------------------------|--------------------------|
| 1. TAB                        | 6. Fume Hood             |
| 2. SV Measurement             | 7. Cleanroom Performance |
| 3. Building Enclosure Testing | 8. Business Practices    |
| 4. Building Commissioning     | 9. Leadership Skills     |
| 5. Retro Commissioning        |                          |



## 2025 NEBB Annual Conference Speaker Abstract Submission Form

Title:
Company:
Address:
City, State, Zip:
Email:
Phone:

### ABSTRACT INFORMATION

<b>Title:</b>

<b>Learning Objectives:</b>

**Session Abstract (full length 250 words):**

**Session Abstract (modified 25-50 words):**

**Speaker Biography:**

**Recent Speaking Engagements:**

**Additional Information:**

(If you have a reimbursement request or have a speaker fee to be considered, please note it here)