

**Workshop and Practice Symposia Abstract Template**

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**Submitted for consideration as a:** [Place an "X" in the Track option below]

Workshop (75 Minutes): _____	Workshop (45 Minutes): _____	Practice Symposia (45 Minutes): _____
If Practice Symposia, list the Track # and letter: [Select from Track topics on the next Page]		

**[Enter Title of the Session]**

**Brief Session Summary:**

[Provide a brief summary of the session. It must be less than 75 words. Note that Workshops can be submitted for consideration under both the 75 and 45 minute options – check both Workshop options.]

**Expanded Session Description:**

[Provide a session description (~200 words) of the session that expands on the brief summary above. This content to be published on-line. This information is a key criteria used by attendees to determine which session to attend.]

**Expected Key Takeaways for Participants:**

[Provide a description of the key takeaways that attendees will glean from the session to enhance or support them professionally. This information is an important criteria used by attendees to understand how they may benefit from attending the session.]

**[Enter Presenter's Name and Organizational Info]**

[Enter Presenter's Email and Phone Number]

[Provide a summary bio for the presenter. If more than one presenter, repeat this section for each presenter. Do note that the entire abstract is not to exceed one page (~500 words).]

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**Abbreviated Example Abstract below Emphasizing the New Areas**

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**Submitted for consideration as a:** [Place an "X" in the Track option below]

Workshop (75 Minutes): _____	Workshop (45 Minutes): _____	Practice Symposia (45 Minutes): <u> X </u>
If Practice Symposia, list the Track # and sub-element letter: Track 1b		

**How to Manage Firm Fixed Price (FFP) Programs**

**Brief Session Summary:**

This session will provide strategies and practices used to effectively manage FFP Programs.

**Expanded Session Description:**

Pretend this is the best ~200 word summary ever read. If you need a great example, let us know.

**Expected Key Takeaways for Participants:**

Attendees will understand (1) the process we go through to manage FFP programs, (2) the practices and guides in place for Program Managers, (3) how we tied technical, cost, and schedule performance discussions into traditional program reviews, and (4) how we keep line management focused on the performance of these programs even though customers are not driving the attention.

**Tommy Tutone, PMP, IPPM, Acme Corporation**

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Pretend this is the best ~200 words that could lend some context to my credibility to speak on this topic.  
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