

# Dimensions User Conference

## Speaker Proposal Handbook

---

Guidelines for creating a successful speaker proposal.

### 1) Define Your Focus

- a) Who is your audience
- b) What solution type will you be discussing?
- c) Are you addressing audience interests?

### 2) Proposal Requirements

- a) Title
- b) Abstract
- c) Objectives
- d) Biography

### 3) Professional Development Hours

### 4) Speaker FAQ



# 1) Define Your Focus

Having a focus that excites your audience is integral to attracting people to your session and your success as a speaker. Consider the following questions when preparing a proposal.

## a) Who is your audience?

Dimensions includes attendees with a full range of experience and skill levels across industries around the world. Your proposal should be specific to the needs and interests of one user group.

- **New users** – getting up to speed on best practices
- **Advanced users** – going beyond standard tools and technology
- **Power users** – seeking innovative ways to work smarter
- **General** – everyone will love it

## b) What solution type will you be discussing?

As a speaker, your mission is to empower people to increase the impact of Trimble solutions for the work they do. The solution types below represent the top interests of Dimensions attendees. When creating a proposal, you must select the one that best relates to your proposal content.

- Architecture & design
- Asset management
- Autonomy
- Building scanning & layout
- Civil construction
- Civil design & engineering
- Energy & utilities solutions
- Enterprise project management (e-Builder)
- Enterprise resource planning (Viewpoint)
- Forensics & public safety
- MEP
- Project management for contractors
- Structural engineering, detailing & fabrication
- Surveying & mapping

## c) Are you addressing audience interests?

Consider the attendee interests listed below. When submitting a proposal, you will be asked to identify which (if any) ones you will address. This helps to connect people with sessions of interest.

### Field Activities

- 3D Laser Scanning
- Architecture
- Building Construction
- Construction GC
- Construction Surveying
- Drilling/Piling
- Engineering
- Fabrication
- Forensics & Public Safety
- GIS Data Collection
- Grading & Excavating
- Infrastructure
- Land Administration
- Land Surveying
- Lifting
- Marine Construction
- Mining
- Mobile Mapping
- Monitoring
- Paving
- Rail & Track Operations
- Storage Tank Operations
- Tunneling
- Waste/Landfill

## Business Operations

- Accounting/Finance
- Assets & Facilities Management
- Building Management & Operations
- Construction Management
- Data Preparation & Takeoff
- Detailing
- Estimating
- Field Layout
- Fleet & Land Management
- Human Resources
- Information Technology
- Labor Management
- Planning & Feasibility
- Pour Planning
- Project Management
- Service Management

## Technologies

- AI and Machine Learning
- Analytics
- Automated Workflows
- Autonomous Equipment
- BIM/VDC
- Connectivity
- Correction Services
- Digital Twins
- Extended Reality (AR/VR/MR)
- Internet of Things (IoT)
- Machine Control
- Modeling
- Positioning
- Real-Time Networks
- Robotics

## Software

- Trimble Accubid Anywhere
- Trimble Accubid Classic
- Trimble AgileAssets
- Trimble AutoBid
- Trimble Business Center
- Trimble Clarity
- Trimble Connect
- Trimble Connect2Fab
- Trimble Construction Cloud
- Trimble Cityworks
- Trimble Earthworks
- Trimble e-Builder
- Trimble eCognition
- Trimble Edgewise
- Trimble Estimation Desktop
- Trimble Estimation MEP
- Trimble FabShop
- Trimble Groundworks
- Trimble Marine Construction Software
- Trimble Novapoint
- Trimble Penmap
- Trimble Perspective
- Trimble ProjectSight
- Trimble Quadri
- Trimble RealWorks
- Trimble Roadworks
- Trimble SiteVision
- Trimble Siteworks
- Trimble SketchUp
- Trimble Stratus
- Trimble Supplier Xchange
- Trimble SysQue
- Trimble Construction One
- Trimble Tekla
- Trimble TerraFlex
- Trimble TerraSync
- Trimble Viewpoint Spectrum
- Trimble Viewpoint Vista
- Trimble HR Management
- Trimble Service Tech Mobile
- Trimble Field Service
- Trimble Viewpoint Analytics
- Trimble Viewpoint ePayments
- Trimble WinEst
- Trimble WorksManager
- Trimble WorksOS

## 2) Proposal Requirements

After creating a user account and signing in, the basic Speaker Proposal requirements are simple: title, abstract, objectives and speaker biography. The following information is based on best practices and may be customized to meet your needs. Make sure to complete each part; **proposals missing required information will not be reviewed**. All sessions must be educational and non-commercial.

**Pro tip:** Prepare your proposal content offline, before beginning the submission process. This allows you to review and revise each part until it is ready. Then just paste everything into the online proposal form.

### a) Title

The title is the key thing people use to decide whether or not to attend a session, so it's important to have one that sparks interest. A great title addresses a specific audience, promises a desired outcome and provides a sense of urgency. *(Character count for titles = Maximum 100)*

**Pro tip:** Many speakers find it better to write the title after the abstract has been created.

### b) Abstract

The abstract is the part of a speaker proposal that Trimble reviewers look at most carefully during the assessment process. It should contain a concise summary of what you plan to present. Your abstract should be focused and clearly express the topic you will be presenting. And remember, sessions must be educational and non-commercial. *(Character count for abstracts = Maximum 600)*

**Pro tip:** Keep it focused. Skip the intro and get straight to your point. No wasted words.

### c) Objectives

Objectives define the desired outcomes for attendees of your session. They should be short, action-oriented, related to skills and knowledge and complete the sentence, "After this session, attendees will be able to...". *(Character count for objectives = Maximum 60 each)*

**Pro tip:** Always begin with a key verb, and keep it to one key verb per objective.

## d) Speaker Biography

A biography conveys a speaker's experience and achievements. It should include who the speaker is and any experience relevant to the proposal focus. We do not require any specific credentials or previous speaking experience. (*Character count for biographies = Maximum 400*)

**Pro tip:** Refer to speakers in the third person, and only include experience relevant to the session topic.

## 3) Professional Development Hours (PDH)

At Dimensions, attendees can earn Professional Development Hours (PDH) at conference sessions accredited by Texas A&M University. PDH accreditation is granted only for sessions that demonstrate achievement of the minimum continuing education requirements set by state or local boards for renewing certain professional licenses.

### Gaining Accreditation

To be considered for PDH accreditation, speaker proposals require a descriptive title, an abstract, three learning objectives and a speaker biography. The proposal must be well written, clearly convey the industry-specific problems and solutions to be discussed, and make sense to someone unfamiliar with Trimble or Trimble products. Of particular sensitivity to Texas A&M is that sessions are educational and have no commercial overtones.

### Earning Credits

To earn PDH credits, Texas A&M requires that at least 50 minutes are spent in each qualified session. To accurately track attendance, attendees must have their name badges scanned when entering session rooms. Following the conference, attendees will receive a transcript from Texas A&M documenting all PDH-qualified sessions attended and credits earned. Transcripts can be shared with appropriate state and local boards as evidence of continuing education efforts to apply toward professional license renewal.

*Note: The acceptance of PDH credits for specific licensing or registration requirements is determined solely by the appropriate authorized board. Trimble and/or Texas A&M cannot guarantee the decision of any board.*

## 4) Speaker FAQs

Got questions about submitting a proposal or presenting at Dimensions? Review the FAQs below for the quickest answer. If you need more information, contact us at [trimble\\_dimensions@trimble.com](mailto:trimble_dimensions@trimble.com).

### When is the call for speakers open?

Our call for speakers will stay open through early April. No proposals will be accepted after the closing date.

### Do I have to submit my Speaker Proposal online?

Yes. There are no offline options for submitting proposals.

### Can I submit more than one Speaker Proposal?

Yes. You may submit multiple proposals, but each one must be completed individually. Only proposals containing all required information will be reviewed.

### How do I know if my proposal was submitted successfully?

After successfully submitting a proposal, you will be directed to a confirmation page with your Proposal ID number and details. You will also receive an email confirming receipt of your proposal.

### Can I make changes to my proposal after it is submitted?

While you are creating your proposal, the information you enter will be saved as you advance to each new page. You can go back and make changes to any saved content at any point prior to clicking submit on the final page. Once the proposal is submitted, you can no longer make changes.

### When do I find out if my proposal is accepted?

Trimble reviewers begin evaluating proposals as they are received. You will receive email updates on the status of proposals beginning in late May.

### When will I give my presentation?

The exact date and time of each session will be determined by Trimble. Sessions are scheduled throughout each day of the conference. All accepted speakers are expected to be available for whatever time slots they are assigned, and some speakers may be asked to present a session more than once.

### Can I request a specific day and time to present?

No. To ensure the best experience for all attendees, speakers will be assigned session times based on the topic and content of their presentation.

### How much time will I have to present?

Standard sessions are one hour long, including check-in and Q&A.

### What equipment is available in the session rooms?

Session rooms are typically set up classroom style, with chairs, a podium, one microphone, a projector and screen, and a presentation clicker.

### Will I get paid to speak?

Speakers are not paid but do receive a special registration rate of \$650, with full access to the complete Dimensions experience. Speakers are responsible for all other expenses, including travel, lodging, transportation, additional meals and incidentals.

### What if I paid the full registration rate before being accepted as a speaker?

Speakers who registered prior to being accepted as speakers will be automatically credited the difference of the paid registration rate and the speaker rate.