SPEAKER TERMS OF AGREEMENT

By submitting an abstract for Digital Built Week Americas 2022, speakers acknowledge that they have read, understood, and agree to abide by the requirements and conditions listed within this agreement.

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1. Becoming a Speaker

There are two ways to speak and present at Digital Built Week (DBW):

1. Submitting an abstract and having it accepted, or;
2. Being invited to present on a given topic

Once a speaker has his or her abstract accepted or is invited to speak, the following sets out the requirements that are placed on speaker and the assistance on offer from the Organizing Committee.

What are we looking for:

- Relevant topics
- Engaging speakers
- Willingness to share knowledge
- Sense of community

What are we not looking for:

- Sales presentations
- Overt self-promotion

Delegates have always responded negatively to 'marketing' talks and have consistently marked down such sessions. However, you should be aware that the marketing value of being a speaker at DBW is itself very powerful and that your status as a speaker will bring potential clients and contacts to you. Therefore, the best form of marketing you can do in a talk, is allow the quality of that talk to do the marketing for you.

2. Abstract Criteria

All submitted abstracts must meet all of the following requirements:

- Abstracts must be submitted and presented in English
- Text should be entered in sentence case

- The size of your abstract body should be limited to 500 words
- Your abstract will be submitted as plain text on the submission site
- Describe what will be presented, focusing on the material to be covered and the benefits to delegates
- Identify whom the session is intended for, choose from a list of job functions etc.
- Describe the style of presentation (Presentation vs. demo) and type (Strategic vs. Technical)

2.1 Session Types/Formats

There are several accepted session formats:

- **Technical Presentation/Lecture** – speaker(s) present from front of room, usually accompanied by audio-visual media. Session size would typically range from 20 to 100 delegates. These types of session range from a 'how to' through to real project case studies.

- **Lab Session** – where delegates learn from the speaker using a step-by-step live learning experience, whilst sitting at, or using a computer. Session size would typically range from 20 to 40 delegates. There may be provision for a small gallery of additional delegates that bring their own laptops to follow the Lab, but you are not required to give them assistance during the Lab session.

- **Discussions** – A selected group of people gather to discuss, debate or present a topic or variety of topics in front of an audience.

2.2 Session Lengths

Within any of the above formats, the following shall apply:

- **75 minutes** - technical presentations/lecture, discussion, lab session

Please note:

- Our events have a very good track record of keeping to the scheduled times. It is important that a speaker ensures the duration of their presentation matches the given timeslot.
- In Presentations and Lab Sessions, it would be expected to allow 10 minutes for questions within a 75-minute session.
- The above-mentioned session timeslots are a guide only and are subject to change until the program is finalized.

2.3 Session Themes

- XR
- Machine Learning and Generative Design
- Data Strategy: Data Capture and Project Tacking
- Construction
- Civil Engineering
- BIM Content
- New and Emerging Technologies / Trends
- Case Studies
- Workflow and processes

- Management
- API / Developer
- Business Strategy
- Off the cuff (other)

2.4 Session Tags

We will be asking you to select lifecycle phase, topics, vendor, and audience types, which you believe best reflect the nature of your abstract. Abstracts may be classified under any of the following tags:

Lifecycle Phase:

- Pre-design
- Design
- Construction
- Operations & Maintenance
- Not applicable

Primary Tags:

- **Architecture:** includes interior design, building design and landscape architecture

- **Business Strategy and Leadership:** focus on leadership, change and driving behaviours - doing the right things - perfect for C-Suites

- **Change Management:** implementation of change of any type, be it in people, processes or technology

- **Coding and Customization:** software programming, development of plug-ins or standalone products, macros, scripts, use of APIs etc.

- **Computational Design:** use of generative techniques to iterate designs, using the likes of Grasshopper, Dynamo - includes Generative Design

- **Content:** model content focused; content scoping, creation and/or management issues

- **Data Management:** Data definition, visualisation and analytics, Common Data Environments, use/admin/management of Common Data Environment and Electronic Document Management Systems; how to deal with legacy information transition; validation of deliverables etc.

- **Design for Manufacturing and Assembly**

- **Fabrication, Assembly & Installation:** construction means and method

- **Information Technology:** system admin, hardware, deployments, network architecture, cybersecurity

- **Infrastructure:** transportation and other non-building project types, project types beyond a single building or building complex: road, rail/power/energy, water, and precinct/city-scale

- **Interoperability / OpenBIM / Collaboration:** interoperability techniques, open exchange of data, collaboration strategies and best practices

- **Legal/Commercial:** Intellectual Property, Liability, Insurance, Professional Indemnity, BIM Protocols etc.

- **Manufacturing:** manufacturing techniques, supply logistics

- **Mechanical, Electrical, Plumbing & Fire:** services disciplines and/or trades, but may cross over with Infrastructure tag where emphasis on buildings may not be applicable

- **Model Management:** includes modelling standards, methodology, model exchange, assembly, and model validation

- **Next Generation:** new Technology, Emerging Technology, AI, Machine Learning, New ways of doing new things with old technologies

- **Operations & Maintenance:** includes Facility Management, Asset Management

- **Project Controls:** includes Estimation, QTO, Cost Management, Risk Management

- **Project Management:** project setup/configuration, project team selection, scope definition, information requirements, construction planning/scheduling, 4D sequencing, logistics management. May overlap somewhat with Project Controls and Legal/Commercial tags.

- **Reality Capture:** LiDAR/ Point Cloud scanning, Surveying, Photogrammetry, Stereophotogrammetry, Validation of real-world conditions etc.

- **Simulation & Analysis:** digital or physical models built for the purpose of study or examination of a specific function of the programming, design or management of the built environment.

- **Structure:** structural Engineering discipline, but may also include Structural Subcontractors - steel detailers, fabricators, precast concrete etc.

- **Sustainability:** life-cycle analysis, costing, building performance, environmental

- **Visualization:** graphical visualization of project models e.g., presentation methods, real-time rendering environments, immersive tech like AR/VR/MR

Vendors:

- Autodesk - Navisworks, Revit, Dynamo
- Bentley - Speedicon, AutoPlant, MicroStation, ProjectWise
- Graphisoft - ARCHICAD
- Open source
- Nemestschek - dRofus, Bluebeam, Solibri, Vectorworks
- Non-Vendor Specific
- Trimble - Tekla, Sketchup
- Other Vendor
- IFC
- OpenBIM

2.5 Experience Levels

Each session is required to have an experience level nominated by the speaker. Speakers are to ensure their nominated experience level matches the content in their presentation. Feedback from past conferences suggests that delegates are looking for more advanced session content, therefore we do not intend on presenting any beginner level classes and are seeking abstracts in the following experience levels:

Intermediate
A general understanding of concepts related to the presentation topic is assumed, but detailed understanding of the specific aspects covered in the topic is not. Delegates are expected to be comfortable with the software generally but may be new to the topic you are covering.

Advanced
The session is expected to explore specific, detailed, high-level and complex functionality and concepts that are, nevertheless, generally encapsulated within the existing capabilities of the program or tool. Delegates are expected to have a good working knowledge of the topic of the class, but not the experience to push it to the degree that is proposed within your session.

Expert
The session is expected to be innovative and forward thinking, exploring new areas and discussing best practice solutions. Delegates are expected to already have a very good knowledge of the subject and may often be other speakers, or people who could be speakers! There is unlikely to be a need to explain concepts, definitions and the like, but expect a potentially robust discussion from people who will know what they are talking about.

Guru
'You live on the raw, bleeding edge of what your software can do, and only smile when it screams in protest and spits out results even the developers said it couldn't manage. If you don't believe you could be teaching this class, it may not be for you.' There is no such thing as too difficult or arcane for a guru class…

All Levels
These sessions tend to focus on general principals and concepts that do not require deep and/ or specific knowledge of tools. The sessions often take the form of forums, panel discussions and the like, but also include lecture style sessions with a more theoretical/ philosophical orientation.

3. Selection Criteria

Submitted abstracts will be reviewed by the Digital Built Week Committees (BILT, BCS, Data Day and DTS). The committee's will determine what Digital Built Week track your abstract is most suitable for, for example you may be accepted to present in the Data Day Wednesday or BCS Thursday program. Abstracts will be approved on their merit, within the conference's time and resource constraints. Criteria for review shall include, but not be limited to the following:

Criteria for review shall include, but not be limited to the following:

- Proposed content matches proposed duration and skill level
- Relevance of topic to the event
- Potential benefit to, or interest of, delegates
- Previous ratings and feedback to the speaker and/or topic
- Amount and quality of proposed content
- Proposed session title matches proposed content

- Number of like topics received
- Experience of the speaker

4. Acceptance of Abstract

The Committees will advise all submitting abstract authors by email of the results of the abstract submission. Wherever possible, we will include comment on those abstracts not accepted, that may be of use in relation to future submissions (note that we typically can only accept one in five abstract submissions!)

After review of the submissions, we may contact you to suggest changes to your subject matter, mode of presentation or experience level so that we can deliver a conference with the expected scope and quality of subject matter.

To ensure the quality of our conference, we place an upper limit of three (3) presentations per speaker.

Speakers shall not advertise their goods, products or services outside of this introduction, nor shame a competitor. They may offer to meet with delegates after the session is complete. Based on the limited time available for each session, information advertising the speaker's products and services may be provided in the session handout (which is separate to any visuals such as a slideshow presentation). This shall be limited to no more than 150 words. Brochures may not be included in the session handouts and may not be distributed at the door without prior written consent of the event committee. Company banners or other promotional material are not allowed to be displayed during your presentation.

5. What DBEI Expects from Speakers

Speakers are required to submit their speaker requirements by the advertised deadline dates on the Speaker Portal. Failure to do so may result in ineligibility to present at future events. The Speaker Portal will assist you with preparation and submission of your speaker requirements and includes the speaker deadlines and general information for the event. The Speaker Portal will be sent to all accepted speakers via email.

Speakers are reminded to take pride in their work; copies of presentations and handouts will be distributed across multiple continents, languages and disciplines…Remember simple steps such as using a spell checker!

5.1 Speaker Requirements

We require the following from Speakers for their sessions:

	Speaker Webinar	Handout	Outline	Presentation	Tips and Tricks	Datasets	Outcomes Document
Technical Presentation/Lecture	Compulsory	Compulsory	N/A	Compulsory	Compulsory	N/A	N/A
Lab Speaker	Compulsory	Compulsory	N/A	Compulsory	Compulsory	Compulsory	N/A

Discussion Facilitator	Compulsory	Optional	Compulsory	Optional^	Optional	N/A	Compulsory
Discussion Member	Optional	N/A	N/A	N/A	N/A	N/A	N/A
Co-speaker	Optional	N/A	N/A	N/A	N/A	N/A	N/A
Lab Assistant	Optional	N/A	N/A	N/A	N/A	N/A	N/A
Note Taker	Optional	N/A	N/A	N/A	N/A	N/A	N/A

^ Title Slide and discussion points recommended

See a description of each requirement below; for each material we will provide a template:

5.1.1 Speaker Webinar
A speaker webinar is offered to all speakers that provides information about the event, our requirements from Speakers and the best way to deliver your session.

The first part of the webinar will discuss your role and responsibilities as a speaker where its compulsory for all speakers to join. The second part will aid speakers needing a little more assistance with their presentation (this is intended for less experienced speakers and experienced speakers may exit the webinar at this time).

5.1.2 Handout
BILT requires a detailed handout for each session to be written which all delegates will receive via the conference app or website prior to the event. Printed handouts will be printed for Lab sessions only for delegates that request them. A minimum of a session outline with key questions or session objectives is required for panel facilitators, workshop facilitators and roundtable moderators.

5.1.3 Presentations
In addition to the handout DBEI requires a copy of the actual presentation on-screen. This may be a short bullet point version of the more detailed handout that could also be supplemented with actual demonstrations of the process or software. For the facilitated panels and boardroom roundtables, the speaker is required to provide some form of presentation to set out the framework for discussion.

5.1.4 Outline
An outline document will be available to delegates via the conference app or website prior to the event. It outlines the key questions that you will propose to your session attendees and / or your session objectives.

5.1.5 Tips and Tricks

Speakers are required to submit a 'Tips and Tricks' PowerPoint slide, which must include 2-3 of your favourite ideas/tips from your session (Including imagery, not just text).

5.1.6 Datasets

A dataset is the collection of data files required for your lab session. The dataset is integral to the smooth running of your lab and should include such files as model files, scripts and catch-up files. We recommend that all lab speakers provide catch-up files as part of their dataset, these should correspond with the different parts of your lab to assist delegates who may be following your class a little slower than others.

5.1.7 Outcomes Document

An outcomes document is a summary of the discussions or outcomes that occurred within the session is required for panels and all roundtables. This is a useful resource for delegates to review the discussions that took place and provide avenues for follow up. DBEI requires this to be complete no more than two weeks after the conference. It is the responsibility of the facilitator to take notes during the session and to transcribe these into materials post conference. Alternatively, a facilitator may allocate a delegate to act as a note taker for the duration of the session, however it is the facilitator's responsibility to ensure this occurs and is uploaded to the speaker materials website.

5.2 Additional Lab Requirements

5.2.1 Lab Software

Upon acceptance of an abstract as a Lab session, speakers are to nominate the software required to successfully deliver their session. The DBW IT Manager will ensure that required software is installed onto all Lab terminals at the conference. Any changes to the required software (including version and build number) should be communicated to the DBW IT Manager or DBW Secretary at least 30 days prior to the event. After this time DBW will provide all Lab speakers with a final list of software available in each Lab. Datasets shall be provided no later than 14 days prior to the event. Failure to provide datasets by the deadline will mean the speaker will take direct responsibility for provision of the same. The speaker will also be responsible for the redeployment of datasets onto all Lab machines, should any changes be made to the original file/s supplied. Future speaking positions at DBEI events will be affected if speakers fail to provide the required materials for their sessions.

5.2.2 Lab Assistants

Lab Speakers are advised to organise a Lab Assistant for their Lab session(s); your Lab Assistant will need to have a good technical ability to help support delegates attending your session.

5.3 Note Takers

Roundtable facilitators are advised to organise a note taker for their session in order to transcribe these into the 'outcomes document' post conference.

5.4 Language Options

Presentations will be conducted in English. If you require a translator, one can be arranged prior to the event but the speaker will need to cover any associated costs. Translation will need to be resolved to the mutual satisfaction of both parties if the primary speaker is not fluent in English.

5.5 Advertising / Marketing

Speakers are permitted to say who they are and who they work for. This should take no more than two minutes. Moreover, each speaker will be introduced by a third party (usually a committee member or other person assigned by the committee). The integrity and quality of this conference is undermined by sales pitches made in a user-focused environment. Not only will it reflect poorly on DBEI as an organization, but also on the presenter. If sales and marketing is what you seek, there are alternative methods to reach your audience. These are discussed in the event's sponsorship prospectus.

Your best form of advertising is a high quality, user-driven presentation of the capabilities of your product or service. Delegates selling themselves on a product are always stronger prospects than delegates being sold to, and this won't contravene DBEI policies!

Speakers shall not advertise their goods, products or services outside of this introduction, nor shame a competitor. They may offer to meet with delegates after the session is complete. Based on the limited time available for each session, information advertising the speaker's products and services may be provided in the session handout (which is separate to any visuals such as a slideshow presentation). This shall be limited to no more than 150 words. Brochures may not be included in the session handouts and may not be distributed at the door without prior written consent of the event committee. Company banners or other promotional material are not allowed to be displayed during your presentation.

Speakers in breach of these terms may have their classes cancelled and be asked to leave the event. No compensation or refund will be provided for any expenses already incurred and no speaking opportunities at future DBEI events will then be considered.

5.6 Reseller, Distributor or Developer (RDD)
As this conference is a 'for users, by users' style event, conditions for RDDs are as follows:

- RDDs speaking on a general topic are welcome to do so and must adhere to the above conditions set out under Advertising/ Marketing.
- RDDs presenting a software specific session (i.e., one related to software that has been developed or is owned by the RDD) are required to have the class presented by a customer (this customer must be listed in the abstract as the primary speaker and the RDD is the co-speaker). The RDD may introduce their customer and product but should speak only for a minority of the session duration.
- RDDs in breach of these terms may have their classes interrupted and be asked to leave the premises. No compensation or refund will be provided for any expenses already incurred and no speaking opportunities at future DBEI events will then be considered.

Decisions relating to the appropriateness of class content are at the complete discretion of the DBW Committee/s.

5.7 At the Conference
Presenter computers will ONLY be provided in Labs. All other speakers are required to use their own laptop with HDMI outputs and are expected to have tested their laptop with the projector and presentation equipment the day before their session timeslot. Those teaching Labs are expected to have loaded and tested their presentation and datasets on the computer and presentation equipment provided within the Lab Speaker Prep room.

5.8 Speaker Debrief Attendance
DBEI will hold a Speaker Debrief on the final day of Digital Built Week of which all BILT Speakers are required to attend, as well as BCS, Data Day, and DTS Speakers if they are available to attend. If a speaker needs to leave the conference early and is unable to attend the Speaker Debrief, they are to advise a member of the organising committee in advance or email DBW secretary.

Speakers who are absent from the Speaker Debrief, who have not advised us previously, will not receive a speaker gift.

5.9 Conduct
DBEI Events are professionally run for the benefit of the industry. Speakers are expected to conduct themselves in a similar professional manner.

5.10 Notice of Cancellation/Absenteeism

If you have your abstract accepted, but then withdraw, the relevant DBEI Committee reserves the right to find a substitute speaker to present your material.

If you've submitted your presentation or handout and then find you cannot present on the day of the conference, you can either find your own replacement speaker for your topic or DBEI will work with you to find a substitute speaker to present your material. In this circumstance, you would still be able to receive credit for your work.

Should you discover that you cannot present we expect to be notified immediately so alternative arrangements can be made. It is your responsibility to assist DBEI in finding a replacement speaker and if unsuccessful, DBEI reserves the right to charge you the no-show fee.

DBEI, at its discretion, may choose to pass on associated costs to an accepted speaker who fails to advise the relevant committee of any last-minute cancellation. These include, but are not limited to flights, meals and accommodation costs. In submitting your abstract, you agree that you or a co-author will be registered to the conference to present the successful paper.

Cancellation of your presentation without reasonable explanation (and all efforts to find a suitable replacement speaker) to DBEI will impact future abstract acceptances.

6. What Speakers can expect from DBW Organizers

6.1 Pre-Conference

A speaker will be provided with a branded Microsoft® PowerPoint® template from which they will prepare their presentation. For Microsoft PowerPoint presentations, failing to use this template may require the speaker to rework and resubmit the presentation. Other formats may be used by arrangement with the relevant Event Manager (Adobe® Captivate®, Prezi® etc.)

The Chairperson or Speaker Manager will be available to assist and provide guidance for speakers, in particular first-time speakers, with any concerns they may have. Further to this, DBEI will conduct a webinar to assist speakers in the development of their presentation and handouts (time and date TBA).

The Event Chairperson, Speaker Manager or representative will make regular contact with the speaker to ensure the development of the presentation remains on track.

Speakers will be provided with sample presentations as a guide in developing their own as well as other handy tips and tricks.

DBEI reserves the right to cut a class if delegate registrations (to the class) are not high enough. This will not impact your speaker entitlements.

6.2 At the Conference

Speakers can expect to have someone introduce them prior to the start of the session and to have a room attendant to assist in timekeeping and general order during the presentation.

On-site technical support for any last-minute audio-visual issues will be available. Speakers will have a time clock to assist with the pace of the presentation.

6.3 Speaker Entitlements

Please refer to the below table for all Digital Built Week Speaker Entitlements.

	Speaker/Sponsor Function Monday Evening	Complimentary 3-Day DBW Registration Tuesday - Thursday	Complimentary Data Day Registration Day of Speaking	30% discount on DBW Registration Tuesday - Thursday	15% discount on DBW Registration Tuesday - Thursday	Honorarium Amount For second and subsequent presentations
Technical Presentation/Lecture Data Day	✓		✓		✓	300USD
Technical Presentation BCS & BILT	✓	✓				300USD
Lab Speaker	✓	✓				300USD
Panel Facilitator	✓	✓				300USD
Boardroom Roundtable Facilitator	✓			✓		300USD
Simultaneous Roundtable Facilitator	✓			✓		100USD
Co-Speaker	✓					
Lab Assistant	✓					
Note Taker	✓					

- Speaker entitlements differ depending on the presentation type. Travel and accommodation costs are at the speaker's own expense.
- If more than one of the below applies to a speaker, the larger discount will apply.
- Failure to fulfil the speaker requirements will lead to you forfeiting your speaker entitlements.

6.3.1 Primary Presenter BILT/BCS (75-minute sessions)

A complimentary 3-day Digital Built Week registration will be offered to the primary speaker for; Presentation speakers, Lab speakers and Panel facilitators for the first accepted abstract. Additional days will be available to purchase at the standard rate.

6.3.2 Primary Presenter Data Day (75-minute sessions)

Data Day speakers will be offered a complimentary registration for the day of their presentation and 15% off their choice of registration thereafter.

6.3.3 Boardroom & Simultaneous Roundtable Host (75-minute sessions)

Boardroom roundtable facilitators and simultaneous roundtable facilitators receive a 30% discount off their choice of registration.

6.3.4 Co-Speakers

Co-speakers will not be offered a discounted registration or honorarium but may be compensated as agreed between the primary and co-presenter at the discretion of the primary presenter, should they wish to share their entitlement.

6.3.5 Panel Members

Invited members of any panel discussions will not be entitled to either the discounted registration or honorarium unless they have already qualified in the category above. Travel and accommodation are at the individual's own expense.

6.3.6 Honorarium

Should subsequent sessions be accepted a USD $300 honorarium will be offered per session as indicated in the table above (up to a maximum two additional sessions). A $100 honorarium will be offered per session for simultaneous roundtable facilitators (up to a maximum two additional sessions).

The relevant speaker discount will have already been applied to your registration upon confirming your involvement as an accepted speaker for the conference. Should you also be entitled to an honorarium, this will be paid in the form of a check, direct deposit, or as credit towards your accommodation at the conference venue, after your presentations have been made.

Unless otherwise specified, the payee shall be in the name of the Primary Speaker.

All speakers, regardless of employment (i.e., reseller) are eligible for these entitlements.

6.3.3 General Entitlements

All speakers are invited to join conference sponsors and the BILT Committee for the Speaker/Sponsor Function and a short briefing prior to the conference.

Speakers and their employers will receive acknowledgement in the final wrap up session of the conference. By way of presenting at a BILT event, speakers will receive acknowledgement from their peers.

Speakers may also be entitled to additional CPD points, depending on the professional association's membership.

7. Presentation Guidelines

The DBW Committees believe the following make a presentation successful:

- Presentation and/ or handout materials written in sentence case and in clear, concise English.
- The presentation viewed on screen should be short and succinct leaving the handout to provide the additional details.
- The presentation should be readable from the rear of any session room.

- Minimum font sizes (as provided in the presentation template material) should be adhered to for this reason.
- It grabs the viewers' attention.
- It clearly communicates your information.
- It communicates your energy, enthusiasm, and confidence.
- You stay in control of your presentation.
- You avoid reading straight from the presentation/ handouts.
- You allow enough time for questions and answers at the end.

Further tips can be found at: http://www.speakingaboutpresenting.com/delivery/keep-to-time-presentation/

8. Speaker Review and Feedback

All speakers will be rated at an operational level (timeliness of submissions, completeness according to criteria requested, responsiveness to contact, etc.) which will be added to the delegate feedback to provide an overall speaker rating.

DBEI is always looking for ways to improve all aspects of the conference. If, as an accepted or potential speaker, you have any suggestions, please feel free to pass them onto the Speaker Manager.

9. About Digital Built Environment Institute

The Digital Built Environment Institute (DBEI) is a global non-profit volunteer-lead institution focused on promoting and enabling the adoption of BIM, VDC and other technological innovations in the AECO/FM Industry. Our organisation is run 'by users, for users', with an application agnostic insight into changing technology and marketing conditions. Our community is comprised of thought leaders, technology implementers, practitioners and end users who are committed to sharing their knowledge and experience to improve efficiency, productivity and quality in design and delivery.

DBEI has engaged in Arinex Pty Ltd to manage Digital Built Week Americas 2022, including the abstract submission process.

10. About the Digital Built Week (DBW)

Digital Built Week NA is a series of events brought to you annually by the Digital Built Environment Institute.

It is the flagship event designed to cater to the needs of those who design, build, operate and maintain our built environment. The week includes the sub-events of BILT, BCS, Data Day, DTS and DBEI Hackathon. These events focus on the use of BIM tools, BIM processes and workflows, as well as project and practice strategies and leadership skills.

11. Key Contact Information

Speaker Manager BILT: Desirée Mackey Desiree.Mackey@dbei.org

Program Manager BILT: Nicholas Kramer Nicholas.Kramer@dbei.org

Data Day Chairperson: Tammy Adolf Tammy.Adolf@dbei.org

BCS Chairperson: Mike Collins Mike.Collins@dbei.org

Speaker Manager DTS: Brad Novak Brad.Novak@dbei.org

Program Manager DTS: Bob Yori Bob.Yori@dbei.org

DBW Secretary: info@dbei.org