



# GET IT DONE:

**SOLUTIONS FROM THE FRONT LINE**

A STEP-BY-STEP GUIDE TO CREATING A GCMS  
JUSTIFICATION PROPOSAL FOR YOUR EMPLOYER





## About NCMA's 41<sup>st</sup> Annual GOVERNMENT CONTRACT MANAGEMENT SYMPOSIUM

### **GCMS 2022:** Get It Done — Solutions from the Front Line

This year's Government Contract Management Symposium shines a light on the front lines of the contract management profession—the people working hard where the rubber meets the road. Every GCMS session will feature real-life stories from the field to illustrate how to apply key contracting skills; spotlight the effects of new policies, regs, and practices; demonstrate applicable techniques for building your career; and reveal ways practitioners are using innovative methods and technology.





## SESSION TRACKS & LEARNING FORMATS

# SESSION TRACKS

### GET SMART

Attend these sessions if you're looking to hone your skills in some of the most challenging practices in contract management. If you're new to the profession, this track is where you'll also find voices of wisdom and experience on the essential basics every practitioner must master.



### GET READY

If you're looking for insider tips, tricks and analysis on hot issues, innovations, and what's coming in contracting, this is your track. Sleepless over supply chain risk? Confused about the state of CMMC? Stymied by software acquisition? Curious about contracting bots? Enticed by the ease of OTAs and CSOs?



### GET AHEAD

You know that true success in our field takes more than just knowing the rules. Communication, collaboration, negotiation, influence, and leadership are just as important. And that is true whether managing contracts or your own career. This track offers deep dives and the best current thinking about the personal skills and organizational culture you need to succeed.





# LEARNING FORMATS



Whether you seek short bites of learning, deeper dives into topic areas, thought leader discussions, or all of these, NCMA's learning formats meet you where you are and help take you where you want to be. With options for inspiration, peer learning, in-depth exploration, and hands-on training across a wide range of subjects, you're in control of your own professional development. Keep your skill set competitive and fresh with content taught by some of the most innovative, inspiring, and creative leaders in contract management, procurement, and acquisition.

## GENERAL SESSION KEYNOTES

General Sessions will connect the contract management community around the theme for this year's conference: Get it Done—Solutions from the Front Lines. Sessions will shine a light on the front lines of the contract management profession—the people working hard where the rubber meets the road with real-world experiences and innovations to inform and inspire. *(In-Person and Virtual)*

## BREAKOUT SESSIONS

Traditional one-hour breakout sessions covering important updates, lessons learned and profession outlook. *(In-person and select sessions offered virtually)*

## DEEP DIVES

Two-hour deep dive sessions feature complex topics that need more time to get down to the nitty-gritty. Join a deep dive for an interactive experience where you'll learn and practice new strategies to use on the job. *(In-Person Only)*

## IMMERSIVE WORKSHOPS

These three-hour, highly interactive workshops give hands-on experience. These sessions are for those looking for experiential learning and a full picture of the entire acquisition lifecycle or full immersion in a complex problem-solving scenario. Gain real-world skills by working across government and industry. *(In-Person Only)*

## INNOVATION ALLEY

Innovation Alley will feature rousing, hourlong interactive showcases of technology, acquisition, and practice innovations. Audiences will be invited and expected to participate actively in exploring with the presenters throughout each session. *(In-Person and Virtual)*

## EXCHANGES

Informal, attendee-driven, small-group discussions on common challenges in the industry with opportunities to share best practices, tips, and insights. *(In-Person Only)*





# BENEFITS OF ATTENDING



GCMS attendees will enjoy a full slate of instruction from our community's expert practitioners and leaders. Additionally, attendees will be able to connect with their peers for deep conversations about their challenges and successes that only happen at a GCMS.

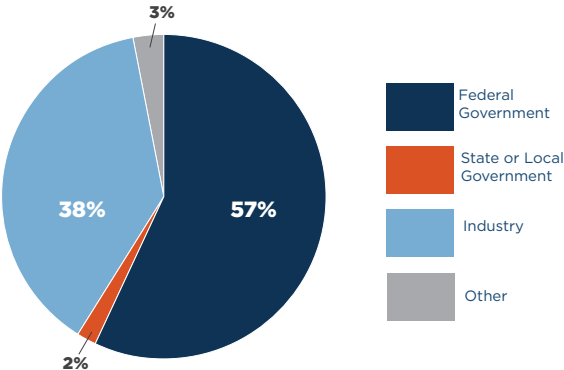
### YOUR REGISTRATION INCLUDES:

- The opportunity to earn up to 41.1 CPE/CLP credits in-person or 29.1 CPE/CLP credits virtually through live and recorded replays of GCMS sessions.
- Convenient 24/7 online access to session replays for 30 days after GCMS.

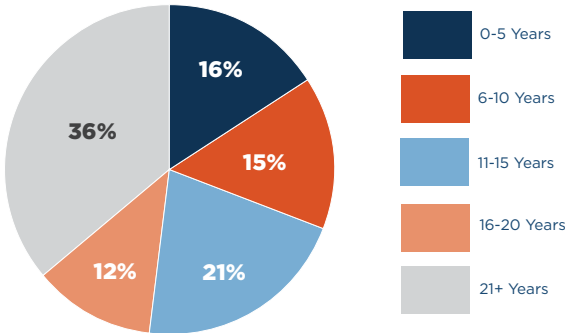
### For individual nonmember, a complimentary one-year NCMA membership including a year's worth of access to:

- Additional training
- Our new online competency assessment
- Member pricing on education and events (including our online Certification prep courses)
- Our award-winning Contract Management magazine
- Collaborate—our online community where members help members with contracting issues and challenges

Type of Organization



Years of Experience



### ATTENDEE PROFILE & DEMOGRAPHICS

#### Past attendees have included:

- Contract Specialists & Negotiators
- Contract Administrators & Officers
- Subcontract Managers
- Procurement & Purchasing Managers
- Vice Presidents & Directors of Contracts
- Supply Chain & Sourcing Professionals
- Program & Project Managers
- Compliance & Ethics Officers
- COTRs & CORs
- Estimating Specialists & Analysts
- Pricing Specialists & Analysts
- Proposal Managers
- Acquisition Professionals
- Business Development Professionals
- General Managers
- Corporate Counsel
- Procurement & Contract Law Professionals
- Professors & Students



## CRAFTING A CONVINCING ATTENDANCE REQUEST

Crafting a Convincing Attendance Request For your convenience, we have created a justification letter template. Simply copy this letter, fill in the bold areas of text, and provide it to your supervisor for approval. The general template will get you started. Feel free to customize it with your own voice and the specific needs of your organization.

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### GCMS JUSTIFICATION LETTER TEMPLATE

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**[DATE]**

Dear **[Supervisor's Name]**:

I would like to attend NCMA's 41<sup>st</sup> Annual Government Contract Management Symposium, December 5-6, 2022. The symposium will enable me to attend several engaging education sessions that are directly applicable to my work and will allow me to interact with a variety of contract management experts and colleagues from across the country.

I will also have to opportunity to attend the fully fact-based scenario specialized training. The training will be two days, and I'll be able to hone my skills and learn with government and industry contracting peers.

Many of the presentations are tailored to the **[insert your area of focus]** profession and give information on how to **[insert list of benefits to your responsibilities]**. Additionally, I can earn up to **[up to 41.1 for in-person attendees and 29.1 for virtual attendees]** credits through live and recorded replays of GCMS sessions. After reviewing the agenda, I have identified several education sessions that will allow me to gain knowledge and understanding about how we can improve our processes.

**[Insert the track titles or session selections that most apply to your responsibilities.]**

The opportunity to develop my network and gain knowledge in **[insert your area of focus]** makes my attendance at NCMA's 41<sup>st</sup> Annual Government Contract Management Symposium an excellent investment for **[insert name of your organization]**.

Sincerely,

**[Your Name Here]**