



Speaker Guidance

IAEM 66th Annual Conference

October 19 - 24, 2018

DeVos Place Convention Center
Grand Rapids, MI

Speaker Call

The Call for Speakers runs from January 15, 2018 through February 16, 2018. *All applications must be submitted by February 16, 2018, at 5:00pm U.S. Eastern Time to be considered. There will be no exceptions to this deadline.* Each breakout session lasts 60 minutes. Structure your presentation to allow time for Q&A within the 60 minutes allocated.

Important Dates

1. IAEM notifies speakers of selections May 1, 2018

Conference Dates

1. Pre-Conference Training and Workshops: October 19, 20 and 21, 2018
2. Breakout Sessions: October 22, 23 and 24, 2018

Non-Commercial Nature of Sessions

IAEM provides an opportunity for open dialogue and a creative exchange of ideas among participants. Speakers may not endorse brand names or specific products in their presentation. *Under no circumstances may this platform be used as a place for direct promotion of a speaker's product or service. Any presenter who violates this policy jeopardizes his or her opportunity to present at future IAEM conferences.*

2018 Breakout Focus Areas

Theme: Opportunities and Innovations in Emergency Management

The Conference Committee requires presentations that are specifically developed for the IAEM Annual Conference audience and for the current years theme. When developing your submission, select one of the following topic areas or suggest one of your own.

1. Innovations: Expanding the Possibilities for Success

The media reminds us daily that we never know what will happen next! The world is changing, our community is changing, and we face unprecedented challenges. Identifying, implementing and sharing innovative ideas will enable us to meet the challenges facing emergency management and related fields.

2. New Opportunities for Collaboration

We must expand our connections and engage others in our field, whether it asking for physical assistance or through the sharing of ideas and best practices. Who do you

work with when facing obstacles that impede your success? How did your collaboration develop and what are some of the best practices you have netted along the way? When a partnership was more challenging than you envisioned, how did you overcome those challenges? What changes did it make to your operation at that moment? How did it impact your ongoing operational protocols? What public-private collaborations enabled you to seek and achieve new opportunities in the “whole community”?

3. Opportunities and Innovations in the Emergency Management Profession

Today’s world is more complex, more interconnected; changes are rapid, and often unpredictable. These circumstances set the stage for increasing opportunities and innovation in the emergency management profession. What practices, training, professional development and experience has impacted you most?

Tips for Completing the Online Application

- **Read all instructions carefully**
- Complete all fields – incomplete applications will be disqualified
- There is not a save function – gather all documents and wording for requested fields before you begin
- Character field limitation not including spaces: Abstracts -1500, Bios – 1000, Speaker introduction - 500
- Double check for typos before you submit – they will decrease your score
- Objectives and takeaways **are not** the same:
 - **Objective:** Specific points the presenter will share during the session.
Example: The purpose and benefits of the National Weather Service StormReady Program.
 - **Takeaway:** Concrete recommendations or suggestions participants can use in their jurisdictions.
Example: Attendees will receive a toolkit to help their jurisdictions apply for the StormReady Program.

Scoring Applications

Applications are scored based on: A complete and accurate application – **INCOMPLETE SUBMISSIONS WILL BE DISQUALIFIED AND REMOVED FROM REVIEW**

- Quality of submitted presentation
- Speaker experience and qualifications related to the topic
- Compelling presentation “story” that will engage the audience
- Adherence to theme

Submission Requirements

NOTE: You must meet ALL requirements. Any missing items will disqualify the submission from the selection process. *If your pdf is large, please consider compressing your files at <http://smallpdf.com>.*

Upload 2 files – one each for Sections 1 AND 2 below:

1. **Proposed Presentation Sample *PDF format only*** (PowerPoint, Keynote, Prezi, etc.)

- *Submit a minimum of 10 slides that is an example of what your final presentation will be. (Don't include animations since a PDF will not support).*
- Title the presentation "IAEM Proposed Presentation 2018 – *Last name*"

AND

2. **Prior Full Presentation *PDF format only*** (PowerPoint, Keynote, Prezi, etc.)

- Include a prior presentation that demonstrates your presentation style.
- Title the presentation "IAEM Prior Presentation – *Last name*"

NOTE: You may also provide a link to a high quality video of a presentation you have previously given to offer additional perspective on your presentation delivery style.

Creating Effective Slide Presentations

- *NO WALL OF TEXT, PLEASE!*
- Limit the number of colors, patterns and graphics on one slide.
- Use simple charts and graphics rather than complex, cluttered ones.

Financial Support

IAEM offers a complimentary conference registration fee for one speaker per session. If you have more than one speaker for your session, please coordinate. We will provide the complimentary registration to the designated key contact for the session unless we are notified otherwise. **Note that all speakers must register for the conference in order to receive admittance to the event.**

Please seek financial support from your organization. If it is not available, IAEM can provide up to \$500 *per session* (not per speaker). If you require financial assistance, you **MUST** indicate this in your online submission by checking the box. The request for financial assistance has no bearing on the selection process.

Contact Information

Conference Managers

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IAEM Conference Committee

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Thank you for your interest and support of the
2018 IAEM Annual Conference!