



Selected Speaker Guidance

IAEM 67th Annual Conference

November 15 – 20, 2019

Savannah International Trade &
Convention Center

Savannah, Georgia

Congratulations! You have been selected to one of the coveted speaker slots on the IAEM Conference Program.

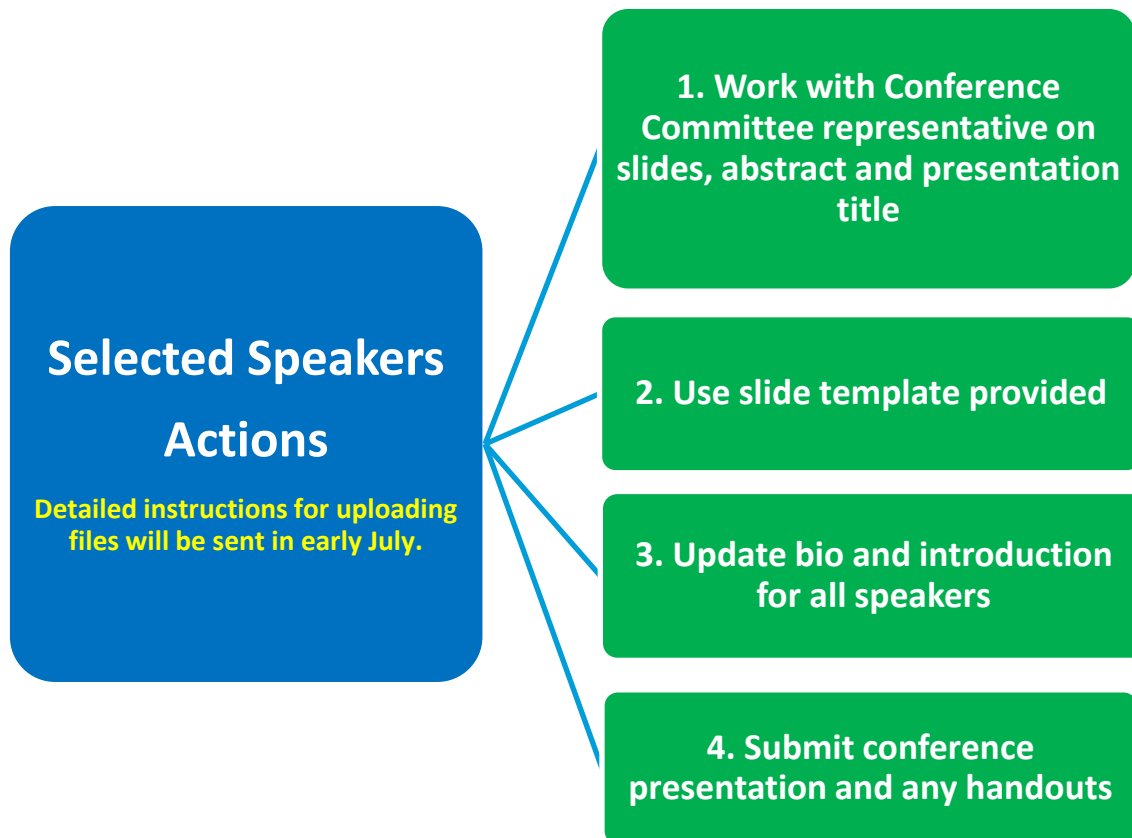
- A speaker representative will be assigned to work with you to develop your presentation for IAEM and answer any questions.
- Breakout sessions last 60 minutes. Structure your presentation to allow time for Q&A within the allocated time.
- ***New this Year:*** All slide presentations must use an IAEM-provided template

Important Dates for Speakers	
A speaker representative will contact you to develop your presentation	May 1 – August 1, 2019
Presentation, updated introduction, bio(s) and any handouts due	August 1, 2019
Presentations are reviewed and revisions may be required	August 1 – Sept. 15, 2019
Revised presentations due (if needed)	October 1, 2019
Speaker Liaisons will contact speakers for on-site logistics	November 1– 5, 2019

- Non-Commercial Nature of Sessions

IAEM provides an opportunity for open dialogue and a creative exchange of ideas among participants. ***Under no circumstances may presentations/speakers endorse brand names, specific products or services in their presentation. Violators will jeopardize their opportunity to present at future IAEM conferences.***

Mandatory Actions for Speakers – Due August 1, 2018



Make sure to *complete all Actions* by **August 1, 2019**, so you do not jeopardize your breakout slot on the conference.

Final Version Review

The Conference Committee will review all presentations. Your speaker representative will contact you to let you know if your presentation is approved as is or if any revisions will be needed to your final presentation. The revised final version of the presentation if needed will be **due by October 1, 2019**. NOTE: Failure to adjust the presentation to the standards of the Conference Committee may result in the loss of a speaker slot.

IAEM Slide Template

IAEM will provide a presentation template that is required for all speakers.

- The title template slide must have #iaem19, IAEM 67th Annual Conference, a space for the title of the presentation and speaker name(s). Company or organizational logos are permitted, if desired.
- The last slide template must have speaker contact information. Company/organization logos are permitted, if desired.
- The middle template slides are optional.

The Web has many resources on developing effective presentations. Here are a few:

- [18 Tips for Great Presentations](#)
- [How to Create the Best PowerPoint Presentations](#)
- [Top Ten Slide Tips](#)

Conference Dates	
Pre-Conference Training and Symposiums	November 15 – 17, 2019
<i>Breakout, Spotlight and General Sessions</i>	<i>November 18 – 20, 2019</i>
EMvision Talks	November 19, 2019
Post-Conference Training	November 21 – 22, 2019

Important Information

Registration

- All speakers are required to register for the conference using a special registration
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code, which will be provided when registration opens.

- One speaker per session will receive a complimentary full registration to the conference.
- All co-speakers will receive the discounted speaker registration rate.
- Unless you notify us in writing, we will assume the first speaker you listed in the online submission will be the one receiving the complimentary registration.

Speaker Liaison

- The Conference Committee will assign a liaison who will contact you two weeks before the conference. He/she will be your contact point before and during the conference. Your liaison will help you with the logistics for your presentation and introduce you before your session begins. This may not be the same person who served as your presentation development representative.
- On-site Arrival
- Registration badge information will be emailed to all speakers after this information is available. With the new AMS system for IAEM, this process is still being developed.
- Check the online conference program or IAEM to GO conference mobile app for most up-to-date information on the room location for your breakout session. Room locations may be adjusted as the date draws near.
- Arrive at the room 15 minutes before your session to meet with your speaker liaison.

Cancellation or Substitutions

Notify IAEM of speaker cancellations or substitutions as soon as possible. All substitutions or additions of speakers, as well as changes in topics require approval of the Conference Committee Chair.

Financial Support

If you checked the financial assistance box in your online submission form, we will provide you with instructions to submit a request for financial assistance.

Please seek financial support your organization first. If support is not available, IAEM can provide up to \$500 *per session* (not per speaker). If you have more than one speaker for your session, please coordinate.

Accommodations

Please arrange your own hotel accommodations. IAEM has negotiated discounted rates at various hotels. For more information visit:

<https://iaemconference.info/2019/lodging-3/lodging/>

In Case of Emergency Prior to Event

If you are unable to present as the result of a last-minute emergency, please email Julie Husk at jhusk@iaem.com.

Room Set up

The room setup for the Breakout Sessions will include a mix of classroom and theatre style. Each room will have standard AV set-up to include a laptop, projector, audio, clicker and screen. If you indicated any special AV requirements in the online submission form; we will try to accommodate your request. **Internet access will not be available.**

Published or Recommended Books

If you are a published author and would like to donate copies of your book for the IAEM Scholarship Auction OR you would like to do a book signing while at the conference, contact Julie Husk, jhusk@iaem.com.

Media

If you have questions regarding media interviews, please contact Dawn Shiley-Danzeisen at Shiley@iaem.com.

Contact Information

Conference Managers

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IAEM Conference Committee

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- Thank you for your interest and support of the
- 2019 IAEM Annual Conference!