

Presenter Permissions and Acknowledgements

I. Guidelines for speakers and acknowledgements:

- ✓ I will meet all deadlines as determined by the Planning Committee for submitting materials.
- ✓ I understand the educational sessions are non-commercial forums.
- ✓ I understand the standard AV setup will be a screen, projector, podium with microphone, appropriate microphones for the presentation, Q & A microphones, if needed, and WiFi internet access.
- ✓ I understand that sensitivity to diversity (including racial/ethnic, gender, sexual orientation, and disabilities) is extremely important to our members. I should tailor my presentations accordingly.
- ✓ I understand that proposed presentations will be evaluated based on relevance, importance, and originality, and upon my knowledge and experience of the topic.

If accepted, I acknowledge:

- ✓ I understand I am responsible for my registration and travel expenses to present at the conference. I will be responsible for registering myself and paying the speaker registration fee. Limited registration scholarships may be available, and should I need such assistance, I am responsible for submitting a formal request. If a scholarship is offered, I understand APHSA provide complimentary registration for no more than one representative per agency. I further understand APHSA is unable to offer compensation for travel expenses, or honoraria to presenters. No registration or travel scholarships will be offered to presenters from the private sector.
- ✓ I understand my conference registration cannot be shared. If I can't attend, my registration can be transferred to an approved substitute presenter no later than Friday, May 22, 2020. Please reference your registration confirmation for complete details and instructions.
- ✓ All materials will be made available on the conference app; however, if I wish to distribute any printed materials, I understand I will be responsible for any expenses associated with the printing of any handouts or distributed items to attendees. (Session attendance is between 50-100 each; suggested number of copies is 75).
- ✓ I understand that a limit of three (3) presenters plus a moderator is recommended per session to provide for a quality presentation and allow ample time for Q&A.
- ✓ I understand the APHSA conference team will supply an opening slide for my PowerPoint branded with the conference logo. The deadline for final presentations is Tuesday, June 2, 2020.
- ✓ If I am unable to fulfill my speaking commitment for any reason, I will notify the National Summit Planning Committee in writing no less than thirty (30) days prior to the scheduled conference.
- ✓ I hereby grant an irrevocable, non-exclusive license to APHSA to make available on the Internet my presentation(s) and handout(s). I acknowledge my presentation(s) and handout(s) will be available on the APHSA website or its affiliate(s) sites for anyone with access to the Internet who may want a copy of the information.
- ✓ I understand my presentation must be in in PowerPoint. (PowerPoint files must be (.PPT) or (.PPTX).) If your presentation includes any files which will be referenced outside the standard presentation file format, including web pages with audio and video or other documents, please

let us know in advance.

- ✓ I represent that no other entity holds the copyright to this work. In the alternative, I acknowledge that I do not hold the copyright to this work as it has been previously published in the following journal or text. If another entity holds the copyright to any work presented, I acknowledge I have the copyright holder's permission to use the material.
- ✓ I hereby agree if my picture is taken by APHSA during the conference, it may be used on the APHSA website, in the APHSA Policy & Practice magazine or in any other marketing media that APHSA utilizes. (e.g, photographic, motion picture, and electronic (video) images.
- ✓ I understand I am responsible for bringing a backup copy of my presentation to the conference on a non-encrypted, non-secure USB drive.

***For-profit firms/organizations who are submitting a paper must agree to the following:**

- ✓ As a presenter of a for-profit firm/organization, I understand that I am encouraged to have a client, customer or non-profit agency co-present with me. Under no circumstances should the APHSA podium be used as a place for direct promotion of a speaker's product, service or monetary self-interest. Companies whose presenters violate this rule may not be invited to speak at future APHSA events.
- ✓ By electronic submission, I attest that all affirmations are true and accurate as it relates to the material submitted for my presentation.

Deliverable Schedule

Call for Submissions	January 13, 2020 – February 19, 2020
Review of Submissions Completed by	February 28, 2020
Notification to Accepted Speakers by	March 4, 2020
Speaker registration due	May 20, 2020
Final presentation description due (any final edits to content copy)	May 20, 2020
Final Power Points Required for Conference App	June 2, 2020

Marketing: Presentation descriptions and biographies will be used in official conference materials, including the conference website, marketing messages and the conference app. All material is subject to editing without notification to the presenter.

Expectations for Presenters:

All presenters are required to register for the conference. Due to budgetary constraints, all presenters are asked to pay a reduced registration fee. APHSA is unable to offer compensation for travel expenses, or honoraria to presenters. No registration scholarships will be offered to presenters representing the private, for-profit businesses sector.