

Looking Back to Look Ahead



Speaker Guidance

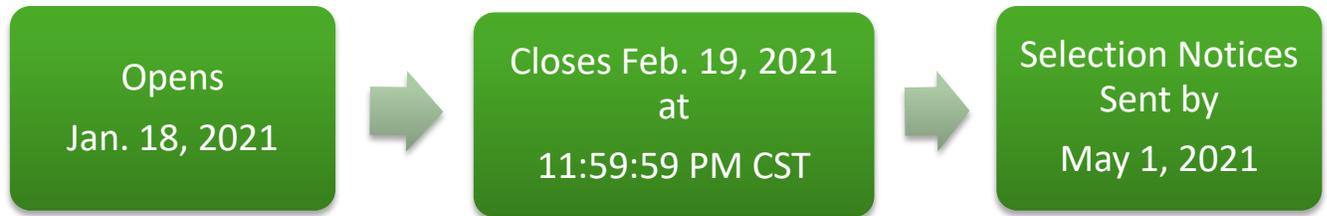
IAEM 69th Annual Conference

October 15 - 20, 2021

DeVos Place Convention Center

Grand Rapid, Michigan

Call for Speakers



All Selected Speakers will be required to use an IAEM slide template to submit their final presentation by August 1st.

Conference Dates	
Pre-Conference Training and Symposiums	October 15 – 17, 2021
Breakout, Spotlight and General Sessions	October 18 – 20, 2021
EMvision Talks	October 19, 2021
Post-Conference Training	October 21 – 22, 2021

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.

Breakout Focus Areas

Theme: IAEM 2021: Looking Back to Look Ahead

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

1. Over the past year we have witnessed unpredictable and unprecedented events that have drastically impacted the field of Emergency Management. What will happen in the future? How have the experiences of the past year influenced you and your approach to emergency management? Can you identify the opportunities for growth, development, change and synergy as we move into the future world of Emergency Management? What do current and future generations need to know based upon their visions, beliefs and expectations versus those of previous generations?
2. We have experienced many benefits as the field of Emergency Management becomes more diverse. We've made progress, but there is so much more to do to encourage and sustain diversity of all kind. What do you want to see? How have you helped increase diversity? What are best practices? What challenges do we face as we move to increase our knowledge base, experience and expertise to move emergency management forward to serve all
3. The importance of partnerships, collaboration, and best practices cannot be overstated. With shrinking resources, more global interconnections, and greater challenges, we must put words into action. What have you done in this area? Where are the challenges? What are some bold, outside-the-box ideas you want to share?

Breakout sessions last 60 minutes. Structure your presentation to allow time for Q&A within the 60 minutes allocated.

Online Application Tips

- **Read all instructions carefully.**
- Complete all fields – incomplete applications will not be reviewed.
- *There is not a save function* – gather all documents and wording for requested fields before you begin.
- Character field limits with spaces:
 - Abstracts: 2000; Bios: 1200; Speaker introduction: 600
 - SUGGESTION: Do a word count before submitting the text to avoid problems and delays with submitting. In a Mac, click tools. In a PC, click the review tab, then click word count in the proofing section.
- Double check for typos before you submit.
- See Section: “How to Submit an Online Submission Form”, below for steps and fields required for every section.

Scoring Applications

Applications are scored based on: A complete and accurate application – **INCOMPLETE SUBMISSIONS WILL NOT BE REVIEWED**

- Quality of submitted presentation
- Speaker experience and qualifications related to the topic
- Compelling presentation “story” that will engage the audience
- Adherence to the 2021 theme, “Looking Back to Look Ahead”

Financial Support

- Complimentary basic registration for one speaker per session.*
- All co-speakers receive a discounted speaker rate.
(Speaker registration includes all sessions and pre/post-conference training that do not have a separate registration fee.)
* *Does not include tickets to the Welcome Party and Presidential Banquet*

Since IAEM is a nonprofit organization, we ask that you please seek financial support from your individual organizations. If you are self-funded, not covered by an employer, a travel stipend may be available up to \$500 *per session* (not per speaker) for travel expenses. If you require financial assistance, check the box on your online submission. The request for financial assistance does not impact the selection process.

How to Submit an Online Submission Form

1. Navigate to <https://www.iaem.org/>
 - a. If you are an IAEM member login into the website
 - b. If you are not a member you will need to create a guest account
 - i. Select Login at top Left
 - ii. Select Register to create a guest account
2. Once logged in click on the Dashboard tab of the menu ribbon, then click on “Membership Dashboard” on the left-hand side menu and select “Speaker Submission.”
3. There are 5 pages to the submission form. Speaker Information, Submission information, Additional Speakers, Additional Details, Speaker Agreement.
4. Speaker Information: Complete any missing information. Fields marked with an * are required. **Fields required:**
 - a. prefix, first and last name,
 - b. job title, department and organization where employed,
 - c. complete mailing address,
 - d. work and cell phone numbers, and email address.
 - e. Bio (max. no. of characters including spaces = 1200)After entering all this information, at the bottom right hand side of the page, click “next”.
5. Submission Information: Complete all required fields regarding your presentation, then click “next”. **Fields required:**
 - a. Title (max. no. of characters including spaces = 150)
 - b. Abstract (max. no. of characters including spaces = 2000)
 - c. What will the audience get from your presentation? (ex. objectives, takeaways, lessons learned) (max. no. of characters including spaces = 1500)
 - d. Speaker Intro (used by speaker liaison to introduce the session and speaker to the audience) (max. no. of characters including spaces = 600)
 - e. Special audio visual requirements for your presentation. Note: Standard setup includes: projector, screen, laptop and clicker. NO Internet is provided. (max. no. of characters including spaces = 600)After entering all this information, at the bottom right hand side of the page, click “next”.
6. Additional Speakers:
 - a. If there is only one speaker in this session, click “next” at the bottom right hand side of this page.
 - b. If there is more than one speaker, click on "Add Additional Speaker" and then use the magnifying glass icon in the first name field to search. You can search by last name, email and/or organization. Fill in at least one field then click “Search for Speaker”. Select the speaker by clicking the radio button to the left of the speaker name. The speaker’s information from the IAEM database will populate. You will need to add any missing required information on this page marked with an *.
 - c. If you have more additional speakers, repeat the steps above till you have added all speakers.

- d. **After searching for additional speakers, if you don't find a record for the co-speaker in your session**, click the "+" sign to the right of the magnifying glass. This will populate a blank speaker information form for you to complete. Refer to "Speaker Information" fields required in item #4 above for data needed for additional speaker fields.
 - e. When you are done adding additional speakers, click "next".
7. **Additional Details:** Complete this page regarding your past 2 speaking experiences and provide 2 references, then click "next". **Fields required:**
 - a. Date, location, audience size, event name, duration, presentation title
 - b. Name, phone number and email address of references, at least one preferably a member of IAEM
8. **Speaker Agreement:** Click the radio buttons to agree to IAEM's speaker policies.
9. Once you are done with all sections, you **must** click "Preview Submission" before submitting your speaking proposal. If you are missing required fields or there are errors, a pop-up box will note the page and section that is missing. Complete the fields and/or correct the errors.
10. Submit your proposal for a breakout to the IAEM 2021 Annual Conference by clicking on "Submit" at the bottom right side of the page. You will receive a Submission Confirmation page.

Contact Information

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**Thank you for your interest and support of the
2021 IAEM Annual Conference!**