



EMvision Talks

Selected Speaker Guidance

**International Association of
Emergency Managers
Reimagined Virtual Event**



November 16 – 18, 2020

Conference Dates

Pre/Post-Conference Training and Workshops: November 13 - 15 & 17 - 18
Breakout, Spotlight and General Sessions: November 16, 17, 18

Important Dates for Speakers	
Receive feedback from Conference Committee on submitted video	August 14 – September 18, 2020
Final video of Talk and slide presentation due	September 18, 2020
Recording of Talk	Late September/Early October
EMvision Talks Plenary Session	Tuesday, November 17, 2020

Non-Commercial Nature of Sessions

IAEM provides a unique opportunity for open dialogue and the 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.

EMvision Talks Speaker to Do List

1. ***Confirm your availability*** and agreement to present at our annual conference via email to jhusk@iaem.com by **August 21, 2020**. If we do not hear from you, we will offer your time slot to one of our alternate speakers. Send a high-resolution headshot of yourself with your email confirmation. This will be used in our conference promotion.
2. ***Review comments*** from the EMvision Talks working group to modify your Talk so it complies with the Conference Committee Guidelines. If you have any questions regarding the comments, reach out to us.
3. ***Send a copy of your final video, along any slide presentation***, you may be using by **September 18, 2020 to Julie Husk @ jhusk@iaem.com**. Although permitted, we do not encourage slides unless the images add rich visual content to your EMVision Talk. Conference Committee Chairs will review the final video to ensure it meets our Guidelines. If we do not receive your final video by this date, your Talk may be removed from the program. Conference participants will have access to slide presentations via virtual platform. The final video will be used for *reviewing purposes only* by the Selection Committee. The live presentation of your Talk will be recorded late September/early October by IAEM Staff. Available dates for scheduling will be provided in the near future.

Conference Committee Role

Please note that the Conference Committee:

- Reserves the right to review and make suggestions for design changes to the Talk and slide presentation of the accepted speaker. The Conference Committee Chair, Mike Gavin, and EMvision Talks working group lead, Donna Franklin, are available to assist you while you prepare your final Talk to help you develop the most effective

presentation possible.

- Welcomes handouts from the speaker. Utilize this option to keep your presentation within our guidelines. Handouts that are uploaded will be available in virtual platform included with your presentation.
- Will review a speaker's final video and slide presentation and let the speaker know if they recommend any additional changes. Failure to make the recommended changes will result in the loss of the EMvision Talks slot.
- Will cancel a Talk if the original speaker or submitted topic is no longer available.

About your Talk

- EMvision Talks take place during a plenary session on Tuesday, November 17, 2020.
- Your talk is limited to 7- minutes in length. Please use a timer during the recording to keep within this time frame.
- Speak slowly enough so the audience can understand you. Don't try to jam a 10-minute Talk into 7-minutes.
- Practice, Practice, Practice! Please rehearse your presentation prior to delivery. These Talks do not lend themselves to free flowing or off the cuff speaking.
- The Moderator will introduce you. Your slide deck (if you use one) should add rich visual content to your Talk; you do not need to include speaker introductions or concluding slides with contact information.
- As a speaker, you will be included in the attendee directory of the virtual platform. We encourage you to respond to other attendees request for more information and invitations to meet in a video conference room during the event to discuss your Talk more thoroughly.

Things to Know

Discounted Registration

All Selected Speakers will receive a special code to register with a discount equivalent to half off the member registration fee for the conference. With the new reduced registration fees for the virtual event, this is a \$150 value. (Non-members will receive this amount off the non-member registration fee.) Your registration includes access to the virtual platform during and after the event to include all the live and recorded sessions.

Media

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

In Case of Emergency Prior to Event

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

General Contact Information

Conference Managers

Association & Society Management International, Inc. (ASMI)
201 Park Washington Court
Falls Church, VA 22046-4527

Julie Husk, ASMI Conference Manager
Telephone: (703) 538-1795 x1789
Email: jhusk@iaem.com

IAEM Conference Committee

Mike Gavin, BC, Co-Chair
ConferenceChair@iaem.com

Cathy Clark, Co-Chair
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Donna Franklin, Vice Chair & EMvision Talks Working Group Lead
ConferenceCoViceChair1@iaem.com

David Barber, Vice Chair
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**Thank you for your interest and support of the
2020 IAEM Annual Conference!**