



EMvision Talks
Selected Speaker Guidance

**International Association of
Emergency Managers
68th Annual Conference & EMEX**



November 13 – 18, 2020

Long Beach Convention & Entertainment Center, CA

Conference Dates

Pre-Conference Training and Workshops: November 13, 14, 15

Breakout, Spotlight and General Sessions: November 16, 17, 18

IAEM presents EMvision Talks: General Session on November 17

Important Dates for Speakers	
Receive feedback from Conference Committee on submitted video	August 15 – September 18, 2020
Final video of Talk and slide presentations due	October 16, 2020 at 5:00 pm ET
Mandatory Practice Session	Monday, Nov. 16, 2020 at 7:30pm PST
On-site arrival time prior to Talk in general session room	30 minutes prior to start of session on 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 with your slide presentation*** and reference documents, if you are using any by **October 16, 2020 at 5:00pm ET**. 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 and reference materials via the IAEM2Go 2020 Mobile App. We will send you instructions on how to upload your presentation and any reference materials. The final video will be used for *reviewing purposes only* by the Selection Committee. The Talks will be live presentation on stage at the conference.
4. ***Attend the mandatory rehearsal*** of the EMvision Talks on Monday, November 16 at 7:30pm PST for approximately 1/2 hour in Grand Ballroom of the Long Beach Convention & Entertainment Center. ***Note: you must attend in order to present on Tuesday.***
5. ***Arrive at least 30 minutes before the beginning of the EMvision Talks*** on **Tuesday, November 17** for on-site logistical preparation. You will have access to a laptop, lavalier mic, projector, screen and clicker for your Talk. An AV technician

will control the audio and visual presentation. We will pre-load slide presentations on the laptop prior to the session. Please bring your slide presentation in final viewing format on a USB flash drive as a back-up.

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 the IAEM2Go 2020 Mobile app and the online program.
- 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 general session on the plenary stage on Tuesday, November 17, 2020. IAEM will notify you in advance of the time and location of the general session room. Please also check the online conference program or IAEM2Go conference mobile app for this information and any changes prior to your session.
- Your talk is limited to 7- minutes in length. You will get a one-minute warning, and the moderator will stop you at the 7-minute mark.

- 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 support the material presented; you do not need to include speaker introductions or concluding slides with contact information.
- Please remain in the general session room at the end of the Talks to have more in-depth conversations with the audience.

Things to Know

Discounted Registration

All Selected Speakers will receive a special code to register at the full registration rate with a discount equivalent to half off the early bird member full registration fee for the conference. Based on 2019 registration fees a \$312 value. (Non-members will receive this amount off the non-member full registration fee.) Your registration includes a ticket to the Sunday Welcome Party and the Wednesday Presidential Banquet and Certification Awards Program.

Published or Recommended Books

If you are a published author and would like to donate copies of your book for the IAEM Bookstore OR if you have a list of recommended books for your audience, contact Julie Husk, jhusk@iaem.com.

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 present as the result of a last-minute emergency, please email **Julie Husk** at jhusk@iaem.com.

Hotel Accommodations

IAEM has reserved a block discounted rooms at local hotels. Information will be posted in the spring. You can make your reservations by visiting our Hotel and Travel pages on the conference [website](#).

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

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IAEM Conference Committee

Mike Gavin, BC, Co-Chair

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Cathy Clark, Co-Chair

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Donna Franklin, Vice Chair & EMvision Talks Working Group Lead

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David Barber, Vice Chair

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**Thank you for your interest and support of the
2020 IAEM Annual Conference!**