IAEM 2020: Visioning the Future of Emergency Management

International Association of Emergency Managers

2020

Nov. 13 - 20, 2020
Long Beach, CA

Selected Speaker Guidance

IAEM 68th Annual Conference

November 13 – 20, 2020

Long Beach Convention & Entertainment Center

Long Beach, California

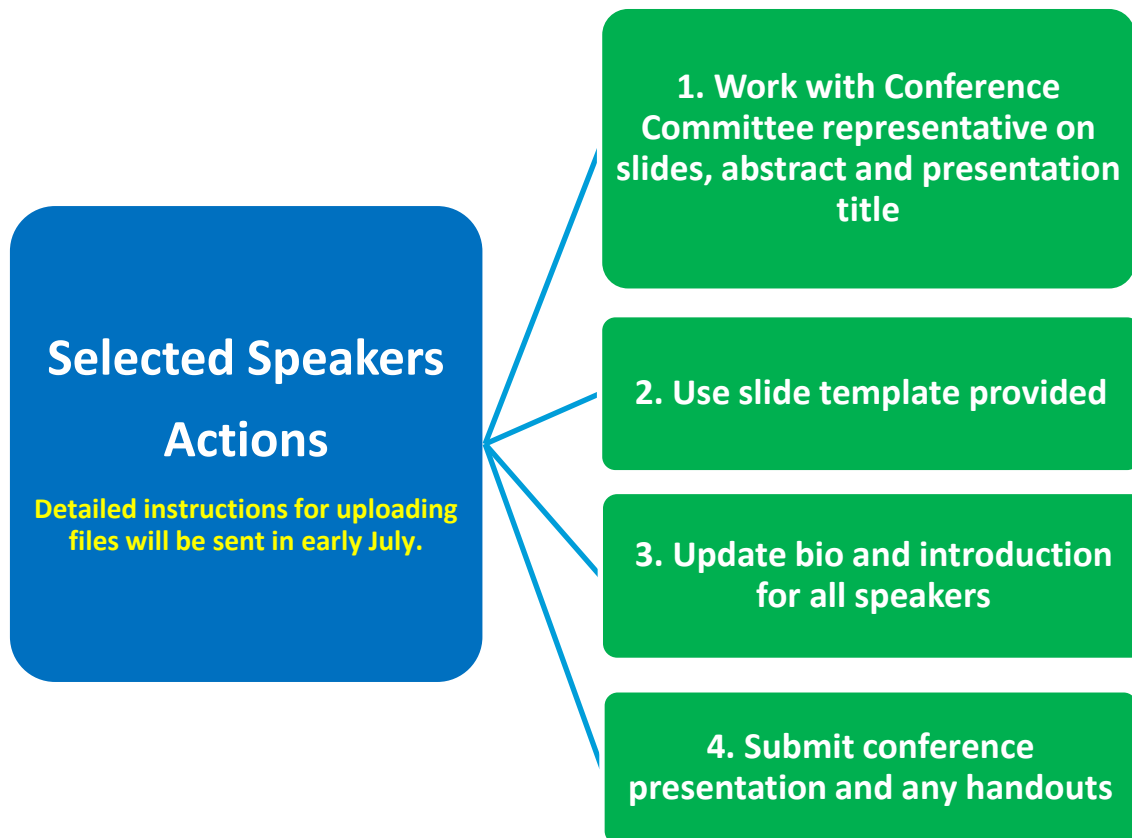*Congratulations! You have been selected to one of the coveted speaker slots on the IAEM Conference Program.*

- 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.
- All slide presentations must use the IAEM-provided template

Important Dates for Speakers	
A speaker representative will contact you to develop your presentation	May 1 – August 1, 2020
Slide presentation, updated introduction, bio(s) and any handouts due	August 1, 2020
Slide presentations are reviewed and revisions may be required	August 1 – Sept. 14, 2020
Revised slide presentations due (if needed)	October 1, 2020
Speaker Liaisons will contact speakers for on-site logistics	November 1– 13, 2020

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, 2020

Selected Speakers Actions

Detailed instructions for uploading files will be sent in early July.

1. Work with Conference Committee representative on slides, abstract and presentation title

2. Use slide template provided

3. Update bio and introduction for all speakers

4. Submit conference presentation and any handouts

Make sure to *complete all* Actions by **August 1, 2020,** 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, 2020.** 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 #iaem20, IAEM 68th 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 IAEM slide template is optional for the middle slides. *No organizational logos are permitted on the middle slides.*

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 13 – 15, 2020
Breakout, Spotlight and General Sessions	*November 16 – 18, 2020*
EMvision Talks	November 17, 2020
Post-Conference Training	November 19 – 20, 2020

Important Information

Registration

- All speakers are required to register for the conference using a special registration code, which will be emailed to all speakers after 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 the last 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

- Check the online conference program or IAEM2Go 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.
- If you have a video embedded in your slides or are bringing it with you on a thumb drive, please test the video on the laptop in the session room before your session begins.

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://www.iaem.org/usconf/hotel-and-travel/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, mic 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

Association & Society Management International, Inc. (ASMI)
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IAEM Conference Committee

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Thank you for your interest and support of the

2020 IAEM Annual Conference!