



## **Speaker Guidance**

# **IAEM 68<sup>th</sup> Annual Conference**

**November 13 – 18, 2020**

Long Beach Convention &  
Entertainment Center

Long Beach, California

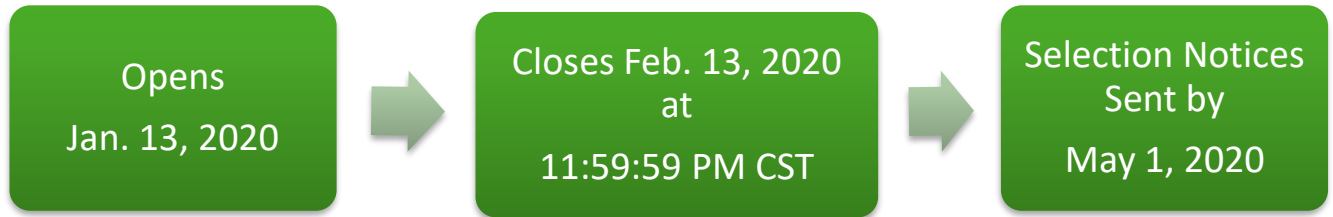
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## Call for Speakers

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*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	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

### 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.*

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## Breakout Focus Areas

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### Theme: IAEM 2020: Visioning the Future of Emergency Management

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

1. Emergency Management has a long and impressive history of major accomplishments through its professional growth. Events and incidents have precipitated change over the decades. Consider the improvements you have experienced and witnessed, along with the pathways that led you to a new and stronger understanding of this profession.
2. Our world is unique, and we have to embrace the reality of where we are and be ready to manage any emergency that arises. To survive – and thrive - we must think in new ways, share resources and work with new partners to forge new successes. New obstacles will arise in working with new partners as well as “nontraditional” solutions. Challenges will become opportunities as our profession provides the best service to our communities.
3. As we move into a new decade, it is more obvious than ever that our world is rapidly changing. The type, frequency, and magnitude of events, incidents and emergencies we face are rapidly changing. How do **YOU** vision the world of Emergency Management in the future? What new challenges will we face? What new collaborations will emerge? How will we learn to operate in an environment that is unlike anything in our past? Will technology be our friend or an obstacle? Where are the opportunities for growth, development, change and synergy as we move into the future world of Emergency Management?

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

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## Online Application Tips

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- **Read all instructions carefully.**
- Complete all fields – incomplete applications will be disqualified.
- *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
- Double check for typos before you submit.
- See Section: How to Work the **new** Online Submission Form, below.

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## Scoring Applications

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Applications are scored based on: A complete and accurate application – **INCOMPLETE SUBMISSIONS WILL BE DISQUALIFIED AND REMOVED FROM REVIEW**

- Quality of submitted presentation
- Speaker experience and qualifications related to the topic
- Compelling presentation “story” that will engage the audience
- Adherence to theme

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## Financial Support

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- Complimentary full registration for one speaker per session
- All co-speakers receive a discounted speaker rate

Please seek financial support from your individual organizations. If it is not available, IAEM can provide up to \$500 *per session* (not per speaker). If you require financial assistance, check the box on your online submission. The request for financial assistance does not impact the selection process.

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# How to Work the New Online Submission Form

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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. At the bottom right hand side of the page, click “next”.
5. Submission Information: Complete all required fields regarding your presentation, then 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.
  - 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”.
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 2020 Annual Conference by clicking on “Submit” at the bottom right side of the page. You will receive a Submission Confirmation page.

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## Contact Information

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### Conference Managers

#### Association & Society Management International, Inc. (ASMI)

201 Park Washington Court  
Falls Church, VA 22046-4527

#### Julie Husk, ASMI

##### IAEM Conference Manager

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### IAEM Conference Committee

#### Mike Gavin, Co-Chair

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#### Cathy Clark, Co-Chair

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#### Donna Franklin, Co-Vice Chair

[ConferenceCoViceChair1@iaem.com](mailto:ConferenceCoViceChair1@iaem.com)

#### David Barber, Co-Vice Chair

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