



EMvision Talks
Selected Speaker Guidance

**International Association of
Emergency Managers**
69th Annual Conference & EMEX



October 15 – 22, 2021

DeVos Place Convention Center, MI

Conference Dates

Pre-Conference Training and Workshops: October 15, 16, 17

Breakout, Spotlight and General Sessions: October 18, 19, 20

IAEM presents EMvision Talks: General Session on October 19

Important Dates for Speakers	
Receive feedback from Conference Committee on submitted video	July 30 – September 17, 2021
Final video of Talk and slide presentations due	September 17, 2021
Mandatory Practice Session	Monday, Oct. 18, 2021 at 7:30pm ET
On-site arrival time prior to Talk in general session room	30 minutes prior to start of session on Tuesday, October 19, 2021

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 6, 2021**. 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 any slide presentation*** and reference documents you are using by **September 17, 2021**. We discourage 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 EMvision Talk may be removed from the program.* 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, October 18 at 7:30pm ET for approximately 1/2 hour in Ballroom AB of the DeVos Place Convention 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, October 19** 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 EMvision Talk and slide presentation of the accepted speaker. The Conference Committee Chairs, Mike Gavin and Duane Hagegans, 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 2021 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 an EMvision 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, October 19, 2021. Please check the online conference program or IAEM2Go conference mobile app for any changes to the location and timing 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 complimentary for the conference. If you would like to attend the Sunday Welcome Party and/or the Wednesday Presidential Banquet and Certification Awards Program, please add tickets to your registration at an additional cost.

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)

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Julie Husk, ASMI Conference Manager

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IAEM Conference Committee

Mike Gavin, BC, Co-Chair

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