

The IAEM logo consists of the lowercase letters 'iaem' in a bold, black, sans-serif font, with a registered trademark symbol (®) to the upper right.The text 'Annual Conference & EMEX' is written in a white, bold, sans-serif font, centered within a dark blue horizontal rectangular bar.

**2022**

Savannah, GA

## **Speaker Guidance**

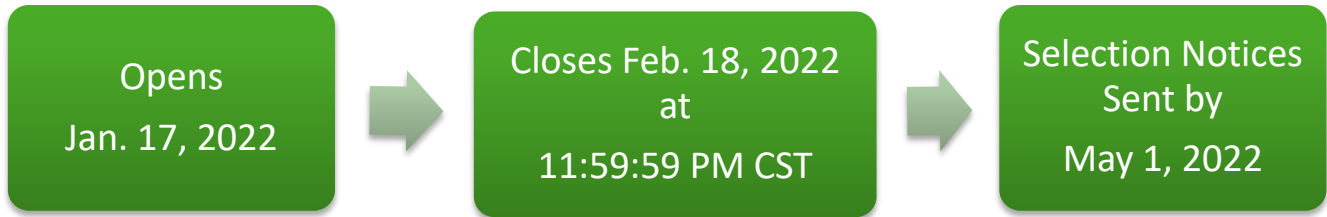
# **IAEM 70<sup>th</sup> Annual Conference**

## **November 11 - 17, 2022**

Savannah International Trade &  
Convention Center

Savannah, Georgia

## Call for Speakers



*All Selected Speakers will be required to use an IAEM slide template to submit their final presentation by August 1st.*

<b>Conference Dates</b>	
Pre-Conference Training and Symposiums	November 11 – 13, 2022
Breakout, Spotlight and General Sessions	November 14 – 16, 2022
EMvision Talks	November 15, 2022
Post-Conference Training	November 17, 2022

### 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 2022: Emergency Management Unmuted

The Conference Committee requests presentations that are specifically developed for the IAEM Annual Conference audience and for the current year's theme: Emergency Management Unmuted.

Each year we try to provide the latest information and best practices in education, training and leadership. We strive to have the very best conference, with the best speakers presenting the widest range of topics; which assist in educating everyone from the student to the new emergency manager, from the new leaders to the seasoned veteran. Whether an attendee is coming for their first conference or their twenty-fifth, we want to always provide the best possible experience, one that is new, engaging and refreshing to the attendee. We need to study the past, live in the present, and be prepared for whatever the future hands us. Whether you are an emergency manager, or an attendee in a related or collaborating profession, the sessions we offer cover the entire spectrum of what we do, and what we are expected to do every day.

Some of the topic areas for your consideration are listed below, but do not let this list limit you in your submission.

**The State of Emergency Management:** Over the past several years we have witnessed unpredictable and unprecedented events that have drastically impacted the field of Emergency Management. We have shifted to and from virtual offices and EOCs. We have learned new technology and new ways of collaborating. How has the way you led been changed? What have you had to mute or unmute in your approach to emergency management? Can you identify the opportunities for growth, development, change and synergy as we move into the future world of Emergency Management? What are some of the best leadership practices you have encountered?

**The Diverse Nature of Emergency Management:** We have experienced many benefits as the field of Emergency Management grows and becomes more diverse. We've made progress, but there is so much more to do to encourage and sustain diversity of all kind for our citizens and our peers. How do we unmute and discuss important issues, such as, equity and diversity in emergency management, and our society? What do you, our audience and society want to see? What are best practices? What challenges do we face as we move to increase our knowledge base, experience, and expertise as emergency managers serving all citizens regardless of any factors?

**A Profession of Collaboration:** The importance of partnerships, collaboration, and best practices cannot be overstated, which has become more evident in the past few years. With shrinking resources, more global interconnections, and greater challenges, we must put words into action. How do we silence the fears of violating suppressing rules and build

partnerships with private industry and other important stakeholders in our communities? What do you wish you had known about collaborating with others, which would have helped you in solving a problem? Where are the challenges? What are some bold, outside-the-box ideas you want to share?

***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 not be reviewed.
- *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 per speaker up to 1500 per session.
  - SUGGESTION: Do a word count before submitting the text to avoid problems and delays with submitting. On a Mac, click tools. On a PC, click the review tab, then click word count in the proofing section.
- Double check for typos before you submit.
- See Section: “How to Submit an Online Submission Form,” below for steps and fields required for every section.

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## Scoring Applications

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Applications are scored based on: A complete and accurate application – **INCOMPLETE SUBMISSIONS WILL NOT BE REVIEWED**

- Quality of submitted presentation
- Speaker experience and qualifications related to the topic
- Compelling presentation “story” that will engage the audience
- Adherence to the 2022 theme, “Emergency Management Unmuted”

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## Financial Support

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- Complimentary basic registration for one speaker per session. \*
- All co-speakers receive a discounted speaker rate.

(Speaker registration includes all sessions and pre/post-conference training that do not have a separate registration fee.)

\* *Does not include tickets to the Welcome Party and Presidential Banquet*

Since IAEM is a nonprofit organization, we ask that you please seek financial support from your individual organizations. If you are self-funded or not covered by an employer, a travel stipend may be available up to \$500 *per session* (not per speaker) for travel expenses. 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 Submit an 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. The submission form has 5 pages: Speaker Information, Submission Information, Additional Speakers, Additional Details, and Speaker Agreement.
4. Speaker Information: Complete any missing information. Fields marked with an \* are required. **Fields required:**
  - a. Prefix, first and last name;
  - b. Job title, department and organization where employed;
  - c. Complete mailing address;
  - d. Work and cell phone numbers, and email address; and
  - e. Bio (max. no. of characters including spaces = 1200).Once complete, click “next” at the bottom right hand side of the page.
5. Submission Information: Complete all fields regarding your presentation:
  - a. Title (150 maximum characters, including spaces),
  - b. Abstract (2000 maximum characters, including spaces),
  - c. What will the audience get from your presentation – e.g., Objectives, takeaways, lessons learned? (1500 maximum characters, including spaces),

- d. Speaker Intro (used by speaker liaison to introduce the session and speaker to the audience) (600 maximum characters per speaker, including spaces or up to 1500 characters per session); and
- e. Special audio-visual requirements for your presentation. Note: Standard setup includes: projector, screen, laptop and clicker. *NO Internet is provided.* (600 maximum characters, including spaces).

Once complete, click “next” at the bottom right-hand side of the page.

6. Additional Speakers:

- a. If there is only one speaker in this session, click “next” at the bottom right-hand side of the 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. **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. *Refer to “Speaker Information” fields required in item #4 above for data needed for additional speaker fields.*
- d. If you have more additional speakers, repeat the steps above until you have added all speakers.
- e. When you are done adding additional speakers, click “next”.

7. Additional Details: Complete this page with information from your past 2 speaking experiences and provide 2 references, then click “next”. **Fields required:**

- a. Date, location, audience size, event name, duration, and presentation title; and
- b. Name, phone number and email address of references, at least one preferably a member of IAEM.

8. Speaker Agreement: Click the radio buttons to agree to IAEM’s speaker policies.

9. Once you have completed 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. Click “Submit” to submit your proposal for a breakout to the IAEM 2022 Annual Conference & EMEX. 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

Telephone: (703) 538-1795 x1789

Email: [jhusk@iaem.com](mailto:jhusk@iaem.com)

### IAEM Conference Committee:

#### Duane Hagelgans, Chair

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

#### Christa Lopez, Co-Vice Chair

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

#### Peter Perez, Co-Vice Chair

[ConferenceCoViceChair2@iaem.com](mailto:ConferenceCoViceChair2@iaem.com)

#### Alex Quintela, Co-Vice Chair

[ConferenceCoViceChair3@iaem.com](mailto:ConferenceCoViceChair3@iaem.com)

**Thank you for your interest and support of the  
2022 IAEM Annual Conference!**