# EMvision Talks[SM]
# Selected Speaker Guidance

# International Association of Emergency Managers

# 71st Annual Conference & EMEX



# November 3 – 9, 2023

**Long Beach Convention Center, California**

# Conference Dates

**Pre-Conference Training and Workshops**: November 3, 4, 5

**Breakout, Spotlight and General Sessions:** November 6, 7, 8

**IAEM *presents* EMvision Talks<sup>SM</sup>:** General Session on November 7

| Important Dates for Speakers | |
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| Receive feedback from Conference Committee on submitted video | August 18 – October 16, 2023 |
| Final video of Talk and slide presentations due | October 16, 2023 |
| Mandatory Practice Session | Monday, Nov. 6, 2023 at 7:30pm ET |
| **On-site arrival time prior to Talk in general session room** | **30 minutes prior to start of session on Tuesday, November 7, 2023** |

# Non-Commercial Nature of Sessions

IAEM provides a unique opportunity for open dialogue and the creative exchange of ideas among participants. Speakers may <u>not</u> endorse brand names or specific products in their presentation.  *<u>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.</u>*

# EMvision Talks<sup>SM</sup> Speaker to Do List

1. ***Confirm your availability*** and agreement to present at our annual conference via email to Julie@iaem.com by **August 25, 2023**. 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<sup>SM</sup> 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 **October 16, 2023.** We discourage slides unless the images add rich visual content to your EMvision Talks<sup>SM</sup>. 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<sup>SM</sup> 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 a live presentation on stage at the conference.

4. ***Attend the mandatory rehearsal*** of the EMvision Talks<sup>SM</sup> on Monday, November 6 at 7:30pm ET for approximately 1/2 hour in Grand Ballroom of the Long Beach 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<sup>SM</sup>*** on **Tuesday, November 7** for on-site logistical preparation. You will have access to a laptop, lavaliere 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. If you have a slide presentation, please bring it 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[SM] and slide presentation of the accepted speaker. The Conference Committee Chair, Duane Hagelgans, and EMvision Talks[SM] 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. Use this option to keep your presentation within our guidelines.  Handouts that are uploaded will be available in the IAEM2Go 2023 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[SM] slot.
- Will cancel an EMvision Talk[SM] if the original speaker or submitted topic is no longer available.

# *About Your Talk*

- EMvision Talks[SM] take place during a general session on the plenary stage on Tuesday, November 7, 2023.  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. IF you use a slide deck it must enhance your talk support the material presented and should not include speaker introductions or contact information.
- Please remain in the general session room at the end of the Talks to have more in-depth conversations with the audience.

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# *Things to Know*

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## Discounted Registration

IAEM will provide a special code to all selected speakers for a complimentary registration 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, julie@iaem.com.

## Media

If you have questions regarding media interviews, please contact Dawn Shiley at Dawn@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** Julie@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](#).

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# *General 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 Conference Director
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Email:  [julie@iaem.com](mailto:julie@iaem.com)

## IAEM Conference Committee

**Duane Hagelgans, Chair**
[ConferenceChair@iaem.com](mailto:ConferenceChair@iaem.com)

**Donna Franklin, EMvision Talks<sup>SM</sup> Working Group Lead**
[Donna.Franklin@noaa.gov](mailto:Donna.Franklin@noaa.gov)


**Thank you for your interest and support of the
2023 IAEM Annual Conference!**