



Speaker Guidance

IAEM 71st Annual Conference

November 3 - 9, 2023

Long Beach Convention Center

Long Beach, California

Call for Speakers

Opens
Jan. 13, 2023



Closes Feb. 17, 2023
at
11:59:59 PM CST



Selection Notices
Sent by
May 1, 2023

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

New this Year - Included is speaking opportunities for upcoming virtual only events.

Conference Dates	
Pre-Conference Training and Symposiums	November 3 – 5, 2023
Breakout, Spotlight and General Sessions	November 6 – 8, 2023
EMvision Talks	November 7, 2023
Post-Conference Training	November 9, 2023

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.

Breakout Focus Areas

Theme: Emergency Management: Turning the Tide

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

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 Future of Emergency Management: In Savannah, we celebrated the seventieth year of IAEM. Now, it is time to look towards the future. Over the past several years we have witnessed unpredictable and unprecedented events that have drastically impacted the field of Emergency Management. We learned new technology and new ways of collaborating, and have adapted the ways in which we lead.

As we move to the next step in our collective journey, what actions have been taken to turn the tide towards the needs of today and the future? How has your work environment changed? How are you approaching training and exercises? What planning activities have been of great value or need to be included or updated? What does recovery look like in the wake of all these new funding streams?

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? How should emergency managers prepare for the future of our profession?

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 still more to do to encourage and sustain diversity. How do we turn the tide from discussion to action? What are best practices around hiring and employee retention? What challenges do we face as we move to increase our knowledge base, experience, and expertise? How will our changing demographics play a role in how we perform as emergency managers?

A Profession of Collaboration, Coordination, Communication and Cooperation: The past few years have shown us that the importance of partnerships, collaboration, and best practices cannot be overstated. With limited resources, more global interconnections, and greater challenges, we must work efficiently and effectively.

How do we work within the confines of grant funding and subsequent requirements? What have you done to build successful partnerships with private industry and other important stakeholders in your communities? How do we turn the tide from private sector competitor to private sector partner? Who are our stakeholders and allied partners? What do you wish you had known about collaborating with others that would have helped you solve problems in your community before, during, or after a disaster? Where do you find yourself being continually challenged? What are some innovative, outside-the-box ideas you want to share about collaboration, coordination, communication or cooperation?

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

Online Application Tips

- **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. If you are still having difficulties, converting to plain text.

- 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.

Scoring Applications

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 2023 theme, “Emergency Management; Turning the Tide”

Financial Support

- 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.

How to Submit an Online Submission Form

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 2023 Annual Conference & EMEX. You will receive a Submission Confirmation page.

Contact Information

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