



Selected Speaker Guidance

IAEM 72nd Annual Conference

November 15 – 21, 2024

Broadmoor Convention Center

Colorado Springs, CO

Congratulations! You have been selected to one of the coveted speaker slots on the IAEM Conference Program.

- A speaker liaison will be assigned to work with you to develop your presentation for IAEM and answer any questions. They will be reaching out to you in early June.
- Breakout sessions last 60 minutes. Structure your presentation to allow time for Q&A within the allocated time.
- All slide presentations must be approved by your speaker liaison and use the IAEM-provided template.

Important Dates for Speakers	
A speaker liaison will contact you to develop your presentation	June 1 – August 1, 2024
Slide presentation, updated introduction, bio(s) and any handouts due	August 1, 2024
Slide presentations are reviewed and revisions may be required	August 1 – 31, 2024
Revised slide presentations due (if needed)	September 20, 2024
Speaker Liaisons will contact speakers for conference logistics	Early Edition Speakers – Oct. 1 - 11, 2024 Colorado Springs Nov. 1 – 15, 2024

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.

Mandatory Actions for Speakers – Due August 1, 2024



Make sure to *complete all Actions* by **August 1, 2024**, so you do not jeopardize your breakout slot on the conference.

Final Version Review

The Conference Committee will review all presentations. Your speaker liaison will contact you to let you know if your presentation is approved as is or if any revisions will be needed to your final presentation. The revised final version of the presentation if needed will be **due by September 20, 2024**. NOTE: Failure to adjust the presentation to the approved standards of the Conference Committee may result in the loss of a speaker slot.

IAEM Slide Template

IAEM will provide a presentation template that is required for all speakers.

- The title template slide must have #iaem24, IAEM 72nd Annual Conference & EMEX, a space for the title of the presentation and speaker name(s) and the QR code for the speaker and conference surveys. Company or organizational logos are permitted, if desired.
- The last slide template must have speaker contact information and the QR code for the speaker and conference surveys. Company/organization logos are permitted, if desired.
- The IAEM slide template is optional for the middle slides. *No organizational logos are permitted on the middle slides.*

The Web has many resources on developing effective presentations. Here are a few:

- [18 Tips for Great Presentations](#)
- [How to Create the Best PowerPoint Presentations](#)

Conference Dates	
Early Edition Webinar Series	Tuesday and Thursdays Oct. 15 – Nov. 7, 2024
Pre-Conference Training and Symposiums	November 15 – 17, 2024
<i>Breakout, Spotlight and General Sessions</i>	<i>November 18 - 20, 2024</i>
EMvision Talks	November 19, 2024
Post-Conference Training	November 21, 2024

Important Information

Registration

- All speakers must register for the conference using a special speaker registration code that will be emailed to all speakers after registration opens.
- One speaker per session will receive a complimentary basic registration to the conference.
- All co-speakers will receive the discounted speaker registration rate.
- If there is more than one speaker in your session, please let Conference Director, Julie Husk know who will be receiving the complimentary registration.

Speaker Liaison

The Conference Committee will assign a liaison who will contact you in early June to begin the process of preparing you to speak at the conference or during our Early Edition series. They will be your contact point for preparing you for the conference. Your liaison will help you with all of the logistics for your presentation and introduce you before your session begins.

On-site Arrival for the Conference

- Check the online conference program or IAEM2Go conference mobile app for the most up-to-date information on the room location for your breakout session. Room locations may be adjusted as the date draws near.
- Arrive at the room 15 minutes before your session to meet with your speaker liaison.
- If you have a video embedded in your slides or are bringing it with you on a thumb drive, please test the video on the laptop in the session room before your session begins. There is no internet in the breakout rooms, so the video MUST be embedded.

Cancellation or Substitutions

Notify IAEM of speaker cancellations or substitutions as soon as possible. All substitutions or additions of speakers, as well as changes in topics, require approval of the Conference Committee Chair. There is no guarantee that a substitution,

addition or modification will be allowed, as the speaker selection, and topic selection process is based upon sessions/speakers that are selected.

Financial Support

Since IAEM is a nonprofit organization, we ask that you please seek financial support from your organization. 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 have more than one speaker for your session, please coordinate. IAEM will contact you with further instructions if you checked the financial assistance box in the online submission form.

Accommodations

Please arrange your own hotel accommodations. IAEM has negotiated discounted rates at various hotels. For more information visit:

<https://www.iaem.org/usconf/hotel-and-travel/lodging>

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.

Room Set up

The room setup for the Breakout Sessions will include a mix of classroom and theatre style. Each room will have standard AV set-up to include a laptop, projector, audio, clicker, mic and screen. If you indicated any special AV requirements in the online submission form; we will try to accommodate your request. **Internet access will not be available.**

Published or Recommended Books

If you are a published author and would like to donate copies of your book for the IAEM Scholarship Auction, contact Julie Husk, Julie@iaem.com.

Media

If you have questions regarding media interviews, please contact Dawn Shiley-Danzeisen at Dawn@iaem.com.

Contact Information

Conference Managers

Association & Society Management International, Inc. (ASMI)

201 Park Washington Court
Falls Church, VA 22046-4527

Julie Husk, Conference Director

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IAEM Conference Committee

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**Thank you for your interest and support of the
2024 IAEM Annual Conference!**