Speaker Guidance

IAEM Annual Conference

Nov. 15 - 21, 2024 **-** The Broadmoor

Colorado Springs, Colorado

&

IAEM Plugged In Virtual Conference

April 17 & 18, 2025

Call for Speakers

Opens Jan. 12, 2024	→	Closes Feb. 16, 2024 at 11:59:59 PM CST	→	Selection Notices Sent by May 1, 2024

All Selected Speakers will be required to use the IAEM slide template to submit their final presentation.

Conference Dates	
Early Edition Speaker Series	Tues. & Thurs., Oct. 15 – Nov. 7, 2024
Pre-Conference Training and Symposiums	November 15 – 17, 2024
Breakout, Spotlight, and General Sessions	November 18 – 20, 2024
EMvision Talks	November 19, 2024
Post-Conference Training	November 21, 2024
IAEM Plugged In Virtual Conference	April 17 & 18, 2025

Non-Commercial Nature of Sessions

IAEM provides an opportunity for open dialogue and 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._

Speaking Opportunities Available

Speaking opportunities include live appearances at the in-person Annual Conference, virtual appearances as an Early Edition Speaker before the Annual Conference, and virtually at our IAEM Plugged In Virtual Conference each Spring. Speaker applicants will be asked, as outlined later in this document, to choose one of the following:

a. This speaking application can be considered for presentation opportunities at the in-person IAEM Annual Conference, for the virtual Early Edition Speaker Series held one month prior to the Annual Conference, and for the IAEM Plugged In Virtual Conference held in the spring every year.
b. This speaking application is only for presentation opportunities at the in-person IAEM Annual Conference.
c. This speaking application is only for virtual presentation opportunities including the virtual Early Edition Speaker Series of the IAEM Annual Conference held one month prior to the conference, or the IAEM Plugged In Virtual Conference held in the spring every year.

Breakout Focus Areas

Theme: Emergency Management Ascending

The Conference Committee requests presentations that are specifically developed for the IAEM audience and for the current year's theme: Emergency Management Ascending. The theme is for concept but does not need to be used in your presentation title.

Each year we provide the latest information and best practices in education, training and leadership for the entire profession, and those allied professionals that attend our conference. 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 25th, 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 IAEM offers cover the entire spectrum

of what we do, and what we are expected to do every day in partnerships with our community and collaborations with our community partners.

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

Emergency Management Ascending: In Long Beach, California, we celebrate the 71st 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 ascend toward 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? How are you addressing the latest concerns when it comes to our vulnerable populations and those most in need? How are you partnering with others in your community? What "best practices" in leadership are you using that the rest of us can learn from and implement?

Can you identify the opportunities for growth, development, change, and synergy as we move into this everchanging future world of emergency management? What are some of the best leadership practices you have encountered? How should emergency managers, both new and seasoned, 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 ascend to new heights, making the most diverse profession in the world understand, adjust, and work in an ever-changing world, in which professional emergency managers must always be in touch with a widely diverse audience of community stakeholders? What are the best practices around hiring and employee retention? What are the best practices for understanding and working with those with access and functional needs? How do we work with our communities, regardless of where we practice our profession? Is rural emergency management versus urban emergency management versus university emergency management or international emergency management really different? How can we learn from the diversity of our world and members to make sure we are assisting all in their greatest times of need? What challenges do we face as we move to increase our knowledge base, experience, and expertise?

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 collaborate to ascend 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?

Rocky Mountain High: In the past decade, as a profession, we have gone to great lengths to prepare and protect our communities. All around the world, we have encountered issues that have tested us at very high levels, increasing the stress load and mental health issues within our profession. We have had major disasters and technological disasters; civil unrest and community divide; and the list is endless. All of this can create issues for our profession, and our professionals. How as a profession that often is expected to be "all things to all people," and is "never allowed to say 'no,'" can we do a better job of preparing and protecting our communities, while protecting our emergency management professionals? Our profession is normally the first call and the last line of defense for our communities during its greatest stressors. What can we do to make sure that while we are saving our communities, we are not destroying our profession in the process? As we ascend to Colorado, and in the words of the great John Denver, let's use this opportunity as a profession to all come together, share experiences, and work as one for a better future for all emergency managers and those we protect, with a "Rocky Mountain High" of new insight, knowledge, networking, and education.

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. It is recommended you write it all out first in a Word document and then cut and paste it into the online application when all wording is finalized.
- Character field limits with spaces:
  - Abstracts: 1500; Bios: 1200; Session introduction: 600 per speaker up to 1500 per session. Shorter introductions are usually better.
  - 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, convert 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, a "story" that will engage the audience.
- Reminder, we have conference committee members reviewing these submissions. Please be clear and accurate, proofread, and check for typos, as this affects the reviewers when they review your submission. As professionals, making sure we have professional presentations means professional submissions.
- Adherence to the 2024 focus areas listed above or the overall conference theme, "Emergency Management Ascending." As mentioned above, the "Theme" does not need to be in your title. Short titles read better and are more appealing.

Financial Support

- Complimentary basic registration for <u>one</u> 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 or non-member that has attended a conference, submitted a previous application, has or is working on certification, or signed up for any IAEM activity, log into the website. (If you do not remember your password, you may retrieve it by providing the email used previously with IAEM.)
   b. If you are not a member and have never interacted with IAEM 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.
   e. Bio (maximum number 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 (100 maximum characters, including spaces), shorter is better. The "theme" is not required nor preferred in the title.
   b. Abstract (1500 maximum characters, including spaces)
   c. What will the audience get from your presentation? (e.g., objectives, takeaways, lessons learned, etc.) (1500 maximum characters, including spaces).
   d. Speaker Intro (used by speaker liaison to introduce the session and speaker(s) to the audience) (600 maximum characters per speaker, including spaces or up to 1500 characters per session). Again, shorter is better, allowing you to get into your presentation quickly.
   e. Special audio-visual requirements for your presentation. Note: Standard setup includes: projector, screen, laptop, and clicker. <u>**_NO Internet is provided_**</u>. (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 for 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's 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. <u>Additional Details:</u> Complete this page with information from your past 2 speaking experiences and provide 2 references. **Fields required:**
   a. Date, location, audience size, event name, duration, and presentation title.
   b. Name, phone number, and email address of references, at least one preferably a member of IAEM.

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

8. <u>Speaker Agreement:</u> Click the radio buttons to agree to IAEM's speaker policies. In this section since 2022, IAEM has offered speaking opportunities at the in-person Annual Conference, as an Early Edition Speaker virtually before the Annual Conference and virtually at our IAEM Plugged In Virtual Conference each spring. You will be asked, as outlined earlier in this document, to choose one of the following:

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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. You will receive a Submission Confirmation page.

Contact Information

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Thank you for your interest and support of the IAEM!