



ILTACON 2015 SPEAKER GUIDELINES AND LOGISTICS

THINGS TO DO

- **By May 15** - Review/edit contact & bio info and send info to Gaynor at gaynor@iltanet.org
- **Between Now and August** - Work with your ILTACON Committee Team Member to develop session content
- **By July 15** - Register for conference <https://conference.iltanet.org>
- **By August 21** - Provide electronic copy of your presentation

GUIDELINES

Reimbursement Guideline

ILTA is a volunteer, non-profit organization. We do not reimburse speakers for travel, room, meals, conference registration fees or other expenses. Our conference registration fees are intentionally lower than most to allow as many people to attend as possible. The fees do not accommodate expenses incurred for our speakers.

Day Passes

The vast majority of speakers are chosen from the ranks of members or vendors registered to attend the full conference. Occasionally, we invite someone to attend for a single day to present a session. In that case, we will issue one free Day Pass for the day on which you speak, and you will be welcome to tour the Exhibit Hall and/or attend other sessions during that day and you will be given a lunch ticket. Only one free speaker pass will be issued per speaker. If you are speaking for multiple days, you will need to purchase a full conference pass or additional day passes.

No "Sales Pitches" Guideline

The Conference Planning Team utilizes as many ILTA members as possible to speak in sessions. Vendors and consultants are invited to present to augment member's experiences or where the vendor's level of knowledge provides exceptional value to the attendees. We greatly value the knowledge that our vendors bring to our conference, and stress that these sessions are in-depth educational sessions, **not** opportunities for sales presentations. The Exhibit Hall and demo rooms are provided for that purpose.

Advanced Sessions

To meet the demand of our membership, one of our conference goals is to ensure the majority of sessions are at an intermediate or advanced level.

Audio Recordings

ILTA audio records conference sessions which are made available at no cost to ILTA members after the event. Speakers will be expected to complete a release allowing the distribution of the audio recordings of the session.

Presentations / Takeaways

Speakers are expected to provide an outline of their presentation to the Conference Committee by July 15, 2015. As well, every speaker is asked to submit the final version of presentations or handouts electronically in PDF or PowerPoint to Gaynor (gaynor@iltanet.org) by **August 21**. Takeaways are strongly encouraged and include checklists, templates or resources for attendees to use as soon as they return to the office. We will post presentations and handouts on the conference website prior to conference so attendees can download and/or print them. Our attendees consistently tell us they like materials in advance to help confirm

applicability of session content and to guide them through the session delivery. PLEASE meet this deadline to help keep attendees satisfied with sessions.

The presenter warrants that:

- He/she owns all rights to the material that is provided to us for presentation and is able to dispose of them;
- There are no liens or other legal actions pending against this material;
- The material is original work and free from any plagiarism or intent thereof;
- Any information or references in the material to works of others is given proper citation or attribution.

Evaluations

ILTA uses evaluations to help improve the educational content of sessions each year. Attendees at all sessions will be given the opportunity to evaluate the session through our mobile app or with a paper evaluation form. Summary results of these evaluations will be available to speakers within a few weeks of conference.

RESOURCES

Conference Coordinator

ILTA's Conference Coordinator is your contact for logistics, administrative details and general information about the conference (handouts, session recording, contact information, conference registration, hotel information, etc.):

Gaynor Senyszyn

gaynor@iltanet.org

512.795.4668

Conference Website

Myriad conference details and conference registration – <https://conference.iltanet.org>

ON SITE LOGISTICS

Check-In at Conference

You will proceed to ILTA's registration desk to receive your registration package (if you have registered for the conference) or to receive your Day Pass (if you are coming for one day only).

CPE Credits

ILTA is not providing CPE credits for ILTACON 2015 sessions.

Location & Time of Session

Confirm your session location and time in the Program Guide or the mobile app.

Arrive

Arrive at least 15-30 minutes before your session is scheduled to begin, to check the room setup, equipment, etc.

Laptop Setup

ILTA will provide one laptop in each session room. Each laptop will have Microsoft Office 2010, Internet Explorer and Adobe Reader. Each session room will have wired and wireless internet connection.

Session Introductions

Advise your Conference Team Member of any preferences for introducing you.