



ILTACON 2016 SPEAKER GUIDELINES

THINGS TO DO

- Accept Speaker Agreement for ILTACON (**YOU ARE NOT CONFIRMED AS A SPEAKER UNTIL THIS IS COMPLETE**)
- Register for conference www.iltacon.org
- Send current bio and photo to Gaynor at gaynor@iltanet.org
- Work with your ILTACON Committee Team Member to develop session content
- Provide electronic copy of your presentation by August 19

GUIDELINES

Speaker Agreement Form

The speaker must sign the speaker agreement form in order to be eligible to speak at ILTACON.

Reimbursement Guideline

ILTA is a volunteer, non-profit organization. We do not provide any compensation and 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.

Speaker Day Passes

Law firm and Corporate Members:

The vast majority of speakers are chosen from the ranks of ILTA law firm and corporate members registered to attend the full conference. Occasionally, we invite members 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 ILTA law firm and corporate speaker.* If you are speaking for multiple days, you will need to purchase a full conference pass or additional day passes.

Vendors, Sponsors, Consultants:

Approximately 1/3 of our speakers are official ILTA sponsors registered to attend the full conference either as exhibitors or consultants. Occasionally we ask a vendor who is not currently an ILTA official sponsor to speak. In that instance, the vendor will be required to register as an exhibitor or consultant for the event in order to speak at the event. **FREE SPEAKER DAY PASSES ARE NOT AVAILABLE FOR VENDOR OR CONSULTANT SPEAKERS.**

No "Sales Pitches" Guideline

The ILTACON 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, providing provocative and advanced content that is not available anywhere else.

Presentations / Takeaways

Speakers are expected to provide an outline of their presentation to their session shepherd by July 15, 2016. 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 19**. 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.

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, conference registration and speaker resources – www.iltacon.org