

SPEAKER AND SESSION FORM

2018 FLORIDA RIMS EDUCATIONAL CONFERENCE

DEADLINE for Consideration in the CONFERENCE PROGRAM is April 2, 2018
Submission of form does not guarantee a speaking opportunity

Sessions run from June 19th PM through June 22nd Noon

SESSION COORDINATOR: As the session coordinator you will be responsible for arranging the session speakers and coordinating the session as far as getting all speaker bios and needs. This will include copies of the presentation and any handouts the speakers may want to distribute or have available on-line. If you have a panel presentation, the maximum number of speakers is four and one speaker must be a Risk Manager. **Please note the number of sessions is limited and we must wait for all forms to be submitted before we make our final program decisions. You will be advised if your session was selected for the conference by April 9, 2018. All speakers must register for the conference.**

SESSION COORDINATOR NAME:	COMPANY:
TELEPHONE:	E-MAIL:

SESSION TITLE: (Make it something that will draw attention and attendance)

BRIEF DESCRIPTION OF SESSION TOPIC (LESS THAN FIFTY WORDS) ----Please note long submissions will be shortened to 50 words. *Please indicate if CE Session*

SPEAKERS:

NAME:	COMPANY:
NAME:	COMPANY:
NAME:	COMPANY:
NAME:	COMPANY:

Please note any day or time of day that you cannot accommodate speaking _____

- ALL ROOMS WILL BE ARRANGED CLASSROOM STYLE
- MICROPHONES ARE INCLUDED (podium and panel table)
- PODIUMS AND PANEL SEATING WILL BE ARRANGED

***SESSION/SPEAKER CONTACT: SUE TRIBBY**

Email: speakers.floridarims@yahoo.com

Phone 954-850-0521

AUDIO VISUAL:

RIMS will provide a LCD (VGA) projector, screen and microphones. It is the speaker's responsibility to bring a laptop and provide computer display adapters (i.e. Mac Thunderbolt, HDMI or PC display to VGA), Any additional A/V needs will be the speaker's financial responsibility and must be coordinated with Rick Swann at rick.swann@ficurma.org The Ritz-Carlton IT staff will be on hand to assist with any AV problems.