



SPEAKER AND SESSION FORM

2021 FLORIDA RIMS EDUCATIONAL CONFERENCE
DEADLINE for Consideration in the CONFERENCE PROGRAM is **APRIL 23, 2021**
Submission of form does not guarantee a speaking opportunity

Sessions run from July 27 PM through July 30th 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 CEU session you are responsible for getting course approved through the state of Florida before the conference date.** 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.** Submission of form does not guarantee a speaking opportunity. You will be advised if your session was selected for the conference. All speakers must register for the conference.

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

SESSION TITLE: <i>Make it something that will draw attendance but is not obscure or confusing!</i>
--

BRIEF DESCRIPTION OF SESSION TOPIC (LESS THAN FIFTY WORDS) ----Please note long submissions will be shortened to 50 words. *Please indicate if CEU 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
- SEATING WILL BE ARRANGED IN ORDER TO ACCOMMODATE SOCIAL DISTANCING
- ATTENDANCE MAY BE LIMITED DUE TO CORONAVIRUS SAFETY

***SESSION/SPEAKER CONTACT: SUE TRIBBY 954-850-0521 or STACEY NIELSEN 954-949-2975**

Email: rimsspeakers@gmail.com

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 the FL RIMS Media Coordinator: Jason Lynch Jason.Lynch@lifelinkfound.org. The Ritz-Carlton IT staff will be on hand to assist with setup if needed and any AV problems.

***CEU SESSIONS:** It is the responsibility of speaker to get certified by the state of Florida and bring appropriate documentation and provide credits to qualified attendees.