

Guidelines and Additional Requirements

PRESENTATIONS AND MATERIALS

- ◇ **Final PowerPoint presentations are due to URMIA (urmia@urmia.org) approximately one month prior to your presentation time.** Presentations that are not received by that date will be removed from the conference program. Speakers must provide their presentation to URMIA electronically and agree to posting as a PDF to the URMIA website. URMIA is reducing the amount of paper generated by the conference and will post all session handouts and PowerPoint handouts in advance of the conference for attendees to download and print.
- ◇ **Speakers shall NOT present a session that is designed to sell or promote a business/product.**
- ◇ URMIA requires the use of specific PowerPoint and handout templates, which will be sent to you under separate cover after your session has been confirmed. Please make sure to use both templates.
- ◇ Please **include enough information in the slides or notes section so all URMIA members can benefit after the conference.** URMIA also encourages speakers to submit additional papers, resources, and tools for inclusion in our growing, members' only knowledge center.
- ◇ Also take special note of the date, time, and scheduled length of your session. **Speakers are responsible for modifying their presentations to fit the allotted scheduled time.**
- ◇ As part of the conference educational materials, electronic recordings of presentations and the materials that you deliver may be made available to conference participants and as post-conference materials made available for sale to both members and non-members. "Electronic Recordings" means a recording of the presentation via video, audio, digital, or any other form or method of copying, recording, or transmission. The price charged for an electronic recording is designed to cover the costs of supplies, marketing, equipment, labor, distribution, and other costs related to the electronic recording. By agreeing to this term, you consent to the recording, duplicating, and distribution of your presentation(s) and the material(s) that you deliver to this conference via an electronic recording. This in no way inhibits you from using your own materials in any manner you so desire.

PRESENTERS

- ◇ **All sessions will include at least one presenter from a college, university, or other educational institution.** Any changes must be approved by the URMIA National Office
- ◇ URMIA will use your name, likeness, photograph, and biographical information in connection with the promotion of the program. You consent to this use for privacy and copyright purposes. **E-mail a high resolution color photo of each speaker to urmia@urmia.org as soon as possible.**

CONFERENCE REGISTRATION

- ◇ Registration is compensated. We will contact all speakers to assist with registration. Travel costs are not covered.

Please notify the URMIA National Office immediately should circumstances prevent you from meeting these requirements. If you need assistance at any time, do not hesitate to contact:

- Keely Sims, URMIA Director of Membership and Events: phone 812-727-7130, or e-mail keely@urmia.org.