

Speaker Agreement

Please check each box to indicate you understand and agree that:

Application Requirements:

- You have uploaded all required documents to dropbox. Incomplete proposals will not be reviewed.
- You must resubmit your application if you do not receive a confirmation email. If you have questions or concerns, please contact Mario Melia at mmelia@iha4health.org.

Before the Conference:

- Only one speaker can register for the conference using the unique speaker code.
- All presentation materials (slides, handouts, etc.) need to be submitted to Eskarlethe Juarez (ej Suarez@iha4health.org) by **March 8**.
- Travel must be booked through **our travel agent** by **April 5**.

At the Conference:

- You will bring your presentation loaded on your own laptop.
- Breakout rooms are set up in traditional classroom format (rows of tables with chairs facing forward).
- Your session will be provided with a projector, screen, audio, handheld microphone, and clicker.
- If you would like your room set up differently or have AV requests, you will email Diana Gonzalez at dgonzalez@iha4health.org by **March 8**.
- Any materials for distribution to the audience or resources are the responsibility of the presenters.

Speaker Considerations:

- The conference organizers will begin to process your speaker concessions once your breakout is accepted.
- Any changes to the considerations need to be made by **January 31**.

By submitting your application you agree that you have read, understand, and agree to the terms and deadlines listed in this Speaker Agreement.