

Speaker Agreement

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

Application Requirements:

- You have uploaded all required documents (CV/Resume, Speaker Photo, and Disclosure and Verification Form) to dropbox. Incomplete applications 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 9**.
- Travel must be booked through **our travel agent** by **March 27**.

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).
- The standard AV setup for a breakout session is a podium, handheld microphone, audio projector, screen, and clicker. Wifi will be available.
- If you would like your room set up differently or have AV requests, you will email Eskarlethe Juarez at ej Suarez@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**.
- Speaker is responsible for any cancellation fees or fees associated with changes in travel plans.

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