



# SPEAKER DATES & DELIVERABLES

The table below is a guide to the conference required due dates and components.

DESCRIPTION	DUE DATE
<p>Speaker Proposal Form Submission</p> <p><i>*This should include confirmation of the session title (less than 15 words) and session abstract (120 word max).*</i></p>	JANUARY 31, 2020
<p>Speaker Biography Submitted – <b>REQUIRED</b></p> <p><i>*Bio (100 word max) should include your title, company, brief description of your current position, and other experience in the ITAM industry and education details. This bio will be printed in the conference program.</i></p>	JANUARY 31, 2020
<p>Speaker Photo Submitted – <b>REQUIRED</b></p> <p><i>In order to maintain professional continuity - Please provide a professional, hi-res photograph (JPEG/PNG at 300ppi is optimal) for use in your speaker bio and other ACE marketing materials. If a photo matching this description is not provided, IAITAM reserves the right to refuse its use. Speakers who do not provide an appropriate photo will be represented by the IAITAM logo instead.</i></p>	JANUARY 31, 2020
<p>IAITAM Confirmation Notification to Speaker with Speaker Acceptance Form – <b>REQUIRED</b></p> <p>Title and overview will be on the confirmation notification as well a waived conference fee. <i>The confirmed speaker will receive the powerpoint template.</i></p>	MARCH 4, 2020
<p>Speaker Confirmation Response and Acceptance Form Due – <b>REQUIRED</b></p> <p><i>*If wanting a review of your initial presentation using the provided powerpoint template please submit by this date: <b>MARCH 20, 2020</b></i></p>	MARCH 11, 2020
<p>Submit One ITAK Article – <b>REQUIRED</b></p> <p>(Please submit to the ITAK website.)  <a href="http://itak.iaitam.org/">http://itak.iaitam.org/</a></p>	APRIL 1, 2020
<p>Presentation Submitted – <b>REQUIRED</b></p> <p>All presentations are to be submitted on the IAITAM 2020 ACE PowerPoint Template, be educational in nature and void of any type of sales. Use of your own equipment or passing out materials in IAITAM Conference Sessions is prohibited without prior written consent. <i>*No changes of any kind accepted beyond this point.*</i></p>	<b>FINAL SUBMISSION:</b> APRIL 1, 2020
<p>Hotel and Flight Reservations Completed – <b>REQUIRED</b></p> <p>Please keep in mind when making your travel arrangements that the IAITAM 2020 ACE. The IAITAM block rate is \$229 a night and will be available at Gaylord Opryland Resort &amp; Convention Center, 2800 Opryland Drive Nashville, TN 37214, US. To make reservations, call toll-free +1 615-889-1000. Be sure to mention the IAITAM 2020 Annual Conference when making reservations.</p>	APRIL 6, 2020
<p><b>CONFERENCE MATERIALS GO TO PRINT</b></p>	APRIL 13, 2020

*\*In order to maintain an equal representation of our valued speakers\**

Please keep submission word count within the provided guidelines. IAITAM reserves the right to shorten submitted speaker bios, abstracts and titles to fit the provided parameters. Speakers missing deadlines are subject to replacement. Changes in session abstracts will result in a new speaker form submission.