

IAITAM Speaker Dates and Deliverables

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

Speakers missing deadlines are subject to replacement.

Description	Deadline
Early Speaker Proposal Forms Submission	Present – 26 weeks prior to event
Speaker Biography Submitted Bio (100 word max) should include your title, company, brief description of your current position, other experience in the ITAM industry and education details. This bio will be printed in the conference program.	Due in with proposal form
Speaker Photo Submitted This photo should be in a standard graphic high-resolution format and will be printed in the conference program.	Due in with proposal form
IAITAM Confirmation Notification to Speaker with Speaker Acceptance Form Title and overview will be on the confirmation notification as well the thank you with waived conference fee.	22 weeks out
Speaker Confirmation Response to Acceptance Notification Due	20 weeks out
Session Deliverables Questionnaire Submitted Questionnaire to be completed on what attendees will take away from your session.	18 weeks out
Travel Reservations Completed <i>Be sure to mention the IAITAM Annual Conference when making reservations.</i>	16 weeks out
ITAK Article Submitted Article must be educational in nature and accompanied by an ITAM Author Submission Form.	16 weeks out
Presentation Submitted ALL presentations are to be submitted on the IAITAM event PowerPoint Template, educational in nature and void of any type of sales. <i>No changes of any kind accepted beyond this point unless requested by IAITAM.</i>	14 weeks out
Event Materials go to Print	10 weeks out

