



# SPEAKER DATES & DELIVERABLES

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

DESCRIPTION	DUE DATE
<b>Speaker Proposal Form Submission</b> *This should include confirmation of the session title (less than 15 words) and session abstract (120 word max).*	<b>90 Days Out</b>
<b>Speaker Biography Submitted – REQUIRED</b> *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.	<b>90 Days Out</b>
<b>Speaker Photo Submitted – REQUIRED</b> 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.	<b>90 Days Out</b>
<b>IAITAM Confirmation Notification to Speaker with Speaker Acceptance Form – REQUIRED</b> Title and overview will be on the confirmation notification as well a waived conference fee. The confirmed speaker will receive the PowerPoint template.	<b>80 Days Out</b>
<b>Speaker Confirmation Response and Acceptance Form Due – REQUIRED</b> *If wanting a review of your initial presentation using the provided PowerPoint template please submit by this date: <b>September 21, 2020</b>	<b>75 Days Out</b>
<b>Submit One ITAK Article – REQUIRED</b> (Please submit to the ITAK website.) <a href="https://itak.aitam.org/submit-an-article/">https://itak.aitam.org/submit-an-article/</a>	<b>55 Days Out</b>
<b>Presentation Submitted – REQUIRED</b> 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. *No changes of any kind accepted beyond this point.*	<b>45 Days Out</b>
<b>Hotel and Flight Reservations Completed – REQUIRED</b> Please keep in mind when making your travel arrangements that the IAITAM 2020 ACE room block rate is S\$385 a night and will be available at Singapore Marriott Tang Plaza Hotel 320 Orchard Road Singapore 238865 Singapore. To make reservations, call +65 6735 5800. Be sure to mention the IAITAM 2020 Annual Conference when making reservations.	<b>Please see Website for Details</b>
<b>CONFERENCE MATERIALS GO TO PRINT</b>	<b>30 Days Out</b>

### **\*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