

SPEAKER DATES & DELIVERABLES

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



DESCRIPTION	DUE DATE
Speaker Proposal Form Submission *This should include confirmation of the session title (less than 15 words) and session abstract (120 word max).*	90 Days Out
Speaker Biography Submitted – REQUIRED *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.	90 Days Out
Speaker Photo Submitted – REQUIRED 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.	90 Days Out
IAITAM Confirmation Notification to Speaker with Speaker Acceptance Form – REQUIRED Title and overview will be on the confirmation notification as well a waived conference fee. The confirmed speaker will receive the PowerPoint template.	80 Days Out
Speaker Confirmation Response and Acceptance Form Due – REQUIRED *If wanting a review of your initial presentation using the provided PowerPoint template please submit by this date: September 21, 2020	75 Days Out
Submit One ITAK Article – REQUIRED (Please submit to the ITAK website.) https://itak.iaitam.org/submit-an-article/	55 Days Out
Presentation Submitted – REQUIRED All presentations are to be submitted on the IAITAM ACE PowerPoint Template, be educational in nature and devoid 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.*	45 Days Out
Hotel and Flight Reservations Completed – REQUIRED Please keep in mind when making your travel arrangements that IAITAM has a negotiated rate. To make reservations, call the hotel directly or book via the link on IAITAM.org. If you call in, be sure to mention that you are part of the IAITAM Annual Conference when making reservations.	Please see Website for Details
CONFERENCE MATERIALS GO TO PRINT	30 Days Out

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