



SPEAKER DATES & DELIVERABLES

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

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| Speaker Proposal Form Submission *This should include confirmation of the session title (less than 15 words) and session abstract (120 word max).* | UPON SUBMISSION |
| 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. | UPON SUBMISSION |
| 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. | UPON SUBMISSION |
| IAITAM Confirmation Notification & Acceptance Form to Speaker – REQUIRED Title and overview will be on the confirmation notification as well a waived conference fee. The confirmed speaker will receive the powerpoint template. | August 16, 2021 |
| 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: July 15, 2020 | August 23, 2021 |
| Submit One ITAK Article – REQUIRED (Please submit to the ITAK website.) https://itak.iaitam.org/submit-an-article/ | August 31, 2021 |
| Presentation Submitted – REQUIRED 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.* | September 15, 2021 |
| Hotel and Flight Reservations Completed – REQUIRED Please keep in mind when making your travel arrangements that the IAITAM 2021 ACE, the IAITAM block rate is \$229 a night and will be available at Gaylord Opryland Resort & 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 2021 Annual Conference when making reservations | August 15, 2021 |
| CONFERENCE MATERIALS GO TO PRINT | September 27, 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