



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 *This should include confirmation of the session title (less than 15 words) and session abstract (120 word max).*</p>	UPON SUBMISSION
<p>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.</p>	UPON SUBMISSION
<p>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.</p>	UPON SUBMISSION
<p>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.</p>	March 11, 2022
<p>Speaker Confirmation Response and Acceptance Form Due – REQUIRED *If preliminary review is desire, please submit by this date: February 16th, 2022</p>	March 18, 2022
<p>Submit One ITAK Article – REQUIRED Please submit to https://iaitam.org/itak-home</p>	April 1, 2022
<p>Presentation Submitted – REQUIRED All presentations are to be submitted on the IAITAM 2022 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.*</p>	April 1, 2022
<p>Hotel and Flight Reservations Completed – REQUIRED Please keep in mind when making your travel arrangements that the IAITAM 2022 ACE, the IAITAM block rate is \$189 a night and will be available at the M Resort Spa & Casino, 12300 Las Vegas Blvd. S, Henderson, NV, 89044, US. To make reservations, call +1 (702) 797-1000. Be sure to mention the IAITAM 2022 Annual Conference when making reservations.</p>	March 18, 2022
CONFERENCE MATERIALS GO TO PRINT	April 18, 2022

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