

Conference Speaker Information Form

2011 Indiana Safety & Health Conference & Expo

Presented by Central Indiana Chapter of ASSE and Indiana Chamber of Commerce
In Partnership with INSafe and the American Industrial Hygiene Association – Indiana Section
February 28 – March 2, 2011
Indianapolis Marriott East

By submitting this form you agree to the following requests:

1. You may not advertise your company/organization during your presentation
2. You agree to meet the deadlines outlined below (deadlines NOT flexible)
3. You understand and agree with the travel expenses section of this document
4. You understand that filling out this form does not guarantee you a spot on the conference agenda, but consideration for the agenda.

Return this form by August 13, 2010

Any spot on this form that you see a  requires special attention from you!

Speaker Information

If you will have more than one speaker please copy this page.

Speaker's Name: _____

Designation (i.e. CHMM, RN, etc.): _____

Job Title: _____


Company: _____

Address: _____

City, State ZIP: _____

Phone: _____ Cell Phone: _____ Fax: _____

E-Mail: _____ Website: _____

 Please check this box if you **DO NOT** want your contact information (contact information includes name, job title, company, mailing address, phone, fax, email and company website) published on the conference website and conference CD. Your cell phone number will not be published unless it is listed as "phone."

Presentation Information

Title of Presentation: _____

Length of Presentation: ___ 45 minutes ___ 60 minutes ___ 75 minutes

Presentation Level (choose all that apply):

___ Novice (Defined as ideal for someone new to the safety industry)

___ Intermediate (Defined as ideal for someone not new to the industry but not yet an expert)

___ Advanced (Defined as ideal for someone who is an expert in the safety industry)

Employer size appropriate to your topic (choose all that apply):

Less than 100 100-249 250- 499 500+

Session Description: Please submit with this form (in 50 words or less) a brief description of your presentation. This will be published in the conference brochure and website. The Indiana Chamber staff reserves the right to edit.

Introduction/Biography: Attach a short bio in **paragraph format** for inclusion on the conference website and for CEU purposes. Please do not send CVs or resumes.

Audio/Visual Information

The following will be provided for you:

- LCD projector and screen
- One podium
- **ONE WIRED lavalier microphone (25' wire)**

Please note: Laptops will NOT be provided. Please bring your own laptop for your presentation. If you cannot bring one, please contact Jennifer Sexton at jsexton@indianachamber.com to make arrangements. **We will NOT provide a wireless mouse to advance your slides. If you need this please bring one with you.**

Please select additional AV needs (check all that apply):

DVD Player Flip chart/markers Additional podium
 Audio for laptop Additional microphone Other: _____



Please initial here that you have read, understand, and agree with the audio/visual portion of this document.

Room Set Information

The room set for your session will be classroom style. A change in room set is not possible.

Travel Expense Information

We will cover the following for out-of-state speakers ONLY with prior approval by the Indiana Chamber of Commerce:

- Air travel **OR** mileage up to \$300
- Transportation to/from airport while in Indianapolis
- Hotel room and tax – for speakers traveling from outside of Indianapolis/Central Indiana only. Up to two nights.
- **All additional expenses will be covered by the speaker.**



Please initial here that you have read, understand, and agree with the travel expense portion of this document.

If you have questions regarding travel expenses, please contact Jennifer at (317) 264-7537 or jsexton@indianachamber.com.

Important Deadlines

- **Bio** – please send a short biographical summary when you return this form. We will use this in deciding which topics to put on the agenda.
- **Materials** – We will need all speaker materials no later than **January 14, 2011**. This deadline is not flexible. We will have all handout materials online in advance of the conference for attendees to print as needed and will NOT provide hard copies of materials to attendees. If you have worksheets or other handouts that attendees need to adequately participate in your session, please let us know and we will provide copies for your session.
- **A/V needs** – If you have additional A/V needs beyond those that we are providing please let Jennifer know by **January 14, 2011**.



____ *Please initial here that you have read, understand, and agree with the deadlines portion of this document.*

Submit this form with attached presentation description and bio by **August 1, 2010**, via email to jsexton@indianachamber.com.

By submitting this form you commit to the following:

1. You agree you will not advertise your company/organization during your presentation
2. You agree to meet the deadlines outlined in this document
3. You understand and agree with the travel expenses section of this document
4. You understand and agree that filling out this form does not guarantee you a spot on the conference agenda, but consideration for the agenda.

Please sign below. All initial lines must be filled out and your signature must be below for your presentation to be considered. If the form is not filled out in its entirety it will be returned to you to complete.



Signature

Printed Name

Date: _____

The final agenda will be set by November 1 by the planning committee of the 2011 Indiana Safety and Health Conference & Expo. You will be notified via email if your topic has been chosen by November 15.

Please return this entire document to Jennifer Sexton via email at jsexton@indianachamber.com.