



SPEAKER REMINDER CHECKLIST

Please meet all deadlines so we can effectively promote and plan the conference and your session.

Due by January 31, 2019

Speaker Biographies Due

Speaker Registrations Due

All speakers will be sent a special speaker registration link. Using this link will allow you to register for the conference for \$250 less than the prevailing registration rate. Sessions scheduled with speakers not registered for the conference by January 31 will be subject to cancellation and replacement.

Speakers are responsible for their own travel, hotel and incidental expenses.

Due by Friday, April 5, 2019

Presentation (PowerPoint) Due

All speakers are required to submit their presentation file no later than April 5.

It will be reviewed for compliance with WERC's antitrust and non-commercialism policies.

An online folder will be available for presentation submission. Instructions for uploading will be sent via email in January. Speakers should also plan to bring the final version of your presentation on a USB drive to the conference speaker check-in room onsite at least 24 hours prior to your session.

Use of the WERC conference slide template, which will be supplied by the end of January, is required. Speakers' company logo may appear on the 1st and/or last slide of the presentation only.

Audio Visual Requests Due

All meeting rooms will be equipped with:

- Standing lectern with wired microphone
- Clip-on wireless microphones (2)
- A laptop with your PPT pre-loaded
- LCD projector, screen & flip chart

If you would like to request additional AV equipment, your request must be received by email to asilberhorn@werc.org no later than April 5, 2019.

- Select sessions will be video recorded. If your session is selected for recording, you will be advised in advance. Videos and Final PPT files will be made available on WERC's website after the conference.
- Internet connectivity in the session rooms will not be provided.
- Videos embedded in your presentation are acceptable and will be tested prior to the session.
- If you will require external sound, please advise WERC no later than April 5, 2019.

Handouts Due (Optional)

While printed handouts will not be provided to attendees, a PDF of your handout can be attached to your session in the conference mobile app if it is submitted by April 5. Collecting business cards at a session is not permitted.

Your WERC Contact: Angie Silberhorn ~ 630.320.5808 ~ asilberhorn@werc.org

All speakers agreed to the following terms and conditions when submitting their session proposal:

- All speakers in accepted sessions agree to meet all deadlines throughout the planning process or their session will be subject to cancellation.
- All WERC Conference selected speakers agree to register for the full conference at the prevailing rate for their category (Member, Non-member, Practitioner, Supplier or Consultant, Educator, Solutions Partner, Sponsor, etc.), less the speaker or facilitator discount, prior to the speaker registration deadline of January 31, 2019. (Speaking at the conference but not registering for the full conference is not an option.)
 - For Thought Leader Sessions, TED-Style Talks and Deep Dive Session speakers, a discount of \$250 off the prevailing rate will be offered.
 - For P2P session facilitators, a discount of \$150 off the prevailing rate will be offered.
- All speakers are responsible for their own travel expenses and producing their own session visual aids.
- All speakers' names, titles and company names will appear as indicated in promotional materials and the speakers agree to advise WERC promptly should any changes occur.
- The specific date and time for conference sessions will be assigned by WERC approximately 60 days in advance of the conference and specific days or time slots cannot be guaranteed prior to that time.
- WERC's Board of Directors maintains a zero-tolerance policy regarding disrespectful behavior of any kind and presenters are reminded to refrain from overt statements, harsh language or humor that disparages the dignity of any individual, group or company.
- All speakers agree that electronic recordings of all presentations and the materials delivered to WERC may be made available as post conference materials available for sale to the general public.
 - I hereby consent, on behalf of all speakers proposed here, to the recording, duplicating and distribution of our presentation(s) and the material(s) that we deliver to WERC via an Electronic Recording and release, discharge and acquit WERC from any and all claims, demands or causes of action that we may hereafter have against WERC whether for libel or violation of privacy or anything else by reason of recording, duplicating and distribution of our presentation(s) or the material(s) that we deliver to the conference via Electronic Recordings. This release in no way inhibits us from using our own materials in any manner we so desire. This release will inure to the benefit of WERC as well as its affiliates, successors and assigns, (Electronic Recording means a recording of the presentation via video, audio, digital or any other form or method of copying, recording or transmission, now known or hereafter devised including, without limitation, copying or recording by phonographic, magnetic, laser, electronic, filmstrips, transparencies, online, Internet, CD-ROM, magnetic tape, cassette, video disks, floppy disks, or any other human or machine readable medium, and broadcast or transmission thereof.)
- Commercialism or direct promotion of a speaker's product, services or company is strictly prohibited in all WERC educational sessions.
- Sessions submitted by suppliers, 3PLs or Consultants are REQUIRED to include a customer/practitioner/shipper as a speaker in their session. The practitioner should be confirmed at the time of proposal submission in order for the proposal to receive full consideration. If the proposal is accepted and the practitioner later cancels, a 2-4 week period (at the discretion of WERC) will be permitted to replace the canceled speaker with another practitioner to be approved by the Conference Chair. Should a suitable replacement not be confirmed within the allotted timeframe, the session will be subject to cancellation.