



Confirmation of Receipt of Materials

Email forms to hcarson@caionline.org
Please return this form by **October 31, 2017**

I acknowledge receipt and have read the contents of the Speaker materials for CAIs Annual Conference & Exposition, May 9-12, 2018 in Washington, D.C.

PRESENTER AGREEMENT: I will adhere to the deadlines set regarding my presentation.

Failure to adhere to the set schedule and deadlines will result in the committee cancelling the session due to lack of agreed performance.

I will provide a substantive handout and a PowerPoint for my presentation.

I will receive permission to use copyrighted materials and send approval to hcarson@caionline.org .

If my program is selected and I plan on attending the Conference, I understand the registration fee is discounted at \$299.

I will inform my co-presenters that if they are attending the Conference they need to register.

I understand that I am responsible for my own travel and conference-related expenses.

I will view a 20-minute webinar for all Conference speakers.

I understand that this program is for professional development, and agree to not use my presentation for sales or promotional purposes.

I will inform my co-presenters of all the above stipulations.

Print Name: _____

Signature: _____ DATE: _____



Speaker Checklist

Submit forms and materials to Holly Carson, hcarson@caionline.org

	Task	Due Date
<input type="checkbox"/>	Register for Conference – Speakers must pay for registration if they want to attend the Annual Conference, May 9-12, 2018	ASAP
<input type="checkbox"/>	Make hotel room reservations ASAP. Group block expires on April 1, 2018 , but the block may fill prior to the cut-off date.	ASAP – or by April 1, 2018
<input type="checkbox"/>	Reviewed, sign and return Speaker Forms (Speaker confirmation, speaker release and license and AV form)	October 31, 2017
<input type="checkbox"/>	BIOGRAPHY: CAI will use the biography you submitted with your proposal unless prefer to send a more detailed biography. Please send an email with an attached Word doc or send it in the body of an email.	October 31, 2017
<input type="checkbox"/>	DRAFT - Email your outlines, handouts, and/or PowerPoint presentations to your assigned Point of Contact and Holly Carson. Refer to the “Specifications for Presentation Handouts” and the “Specifications for PowerPoint Presentations” before sending.	March 8, 2018
<input type="checkbox"/>	FINAL - Email your outlines, handouts, and/or PowerPoint presentations to your assigned Point of Contact and Holly Carson. Refer to the “Specifications for Presentation Handouts” and the “Specifications for PowerPoint Presentations” before sending. We will review all presentations before they are considered final.	April 9, 2018
<input type="checkbox"/>	If you are a first-time presenter at the Conference you must watch a 30-minute Webinar for Speakers (link is on the speaker’s web page)	Dec. 1, 2017
<input type="checkbox"/>	Communicate with other members of your presentation group.	On-going
<input type="checkbox"/>	Practice your presentation.	On-going
<input type="checkbox"/>	Stop by the registration desk at the Conference to pick up your badge, ribbon and other information you will need to make your time at the Seminar productive and enjoyable. (Early Registration, Wednesday, May 9, 1-7pm)	Upon arrival



Expectations of All Speakers:

The following is meant to aid each of our speakers in meeting the expectations of Conference Attendees and aiding the entire CAI Staff and Law Seminar Planning Committee in producing an unforgettable 2015 Law Seminar:

1. All sessions must be accompanied by quality written materials, unless an exemption has been approved by Holly Carson. In theory someone who does not attend your session should be able to read your written materials and gain knowledge of most of what is covered during your session. Materials should contain case analysis and citations as appropriate. Materials which include checklists, forms or templates are generally well received by participants. Your rough draft materials must be received by March 8, 2018. Please email your presentations to hcarson@caionline.org. Your final materials are due April 9, 2018.
2. If you or anyone on your panel is unable to present at the Conference contact Holly Carson immediately. The committee will review any additions and/or substitutions before the speaker is confirmed.
3. Conference faculty members are responsible for making their own travel arrangements and are also responsible for registration, travel and hotel expenses incurred. We encourage you to make your reservations ASAP as the block is sure to sell out before it expires on April 1, 2018. Once the block is sold-out rooms will be available based on best available rate.
4. Speakers who wish to attend the Conference must register. Speakers receive a discounted registration rate of \$299. The registration for Conference includes all education sessions, post-conference recordings of all sessions, the 2018 Online Document Library, Welcome Reception in Expo, Breakfast & Lunch in Expo on Thursday, and lunch and Awards dinner on Friday.
5. All speakers must meet the following deadlines:

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6. Contacts for logistical issues at Conference:

Holly Carson, CMP
 Meetings Director
Hcarson@caionline.org
 (703) 598-7938 Cell
 (703) 970-9240 Ofc

Carly Reid, CMP, CAE
 Sr. Meetings Manager
Creid@caionline.org
 (703) 970-9228 Ofc



Speaker Release and License Form

Email to hcarson@caionline.org this form by **October 31, 2017**.

In connection with CAIs Annual Conference & Exposition, May 9-12, 2018

I, _____ hereby grant permission to CAI to record

in any medium my presentation titled:

[Presentation title]

and grant to CAI a nonexclusive, irrevocable, worldwide license to use, reproduce, make derivative works, publish, distribute, and/or sell the recording, transcript, and/or handouts and related materials of my presentation and comments at the presentation.

I warrant and represent that, to the best of my knowledge, nothing in my presentation violates any proprietary or personal rights of others (including, without limitation, any copyrights or privacy rights); and that my presentation is factually accurate, and contains nothing libelous or otherwise unlawful. I further warrant and represent that my presentation is my own original work, that I have the right and authority to make this Release and License, and that I am the sole owner of copyright or that I have obtained all necessary permissions or licenses from any persons or organizations whose materials are included or used in my presentation. I understand that I will not receive any royalty or other compensation from CAI for the license and use by CAI. I understand that the Release and License does not prohibit me from using my presentation in the future in my professional or personal work.

I authorize CAI to use my name, likeness, photograph, and biographical data for the use and promotion of the Conference and my presentation.

Print Name: _____

Signature: _____

Date: _____



Audio/Visual Request Form

Send AV Request **ONLY** if additional audio visual equipment is requested.

Additional AV Request - return to Holly Carson, CMP, hcarson@caionline.org. Please return this form by **October 31, 2017.**

All meeting rooms will be set with the following:

- Podium
- Head table and chairs
- Wireless lavalier microphones for each speaker
- (1) Laptop
- (1) LCD Projector
- (1) Screen
- Room will be set in theater style to maximize seating

CAI reserves final approval on all audio/visual equipment requests.

Session Title: _____

Primary Contact Name: _____

Business Phone: _____

Email Address: _____

**** Please bring your presentation on a flash drive***

Additional Audio Visual Equipment Request: (please explain)

Additional AV request and purpose (add here):



Specifications for Presentation Handouts

Please email handouts to Holly Carson at hcarson@caionline.org by **March 8, 2018**. Handouts must be reviewed by before considered final. It is critical that handouts be turned in on time and will be included the Conference App and an online document library, a comprehensive body of knowledge that is published before the event and given to each attendee.

Send your presentation handouts electronically as a Word, Excel, and/or PowerPoint document. An electronic version is required. If you email a scanned document, please note that the document is not searchable.

Document Too Big to Send Via Email?

Another way to send it electronically, if your documents are too big, is to send it through www.dropbox.com, a free web based document holder. You go online and upload your document and put my email address as the recipient.

Remember to incorporate the description blurb from the brochure into your presentations. Attendee feedback indicates that when they can relate the education sessions to the information they received in advance, their overall satisfaction is greater.

In addition, be sure that all handouts conform to the following guidelines:

- **DO NOT** include any company logos or company letterhead
- Set top and bottom margins at a minimum of .75 inch
- Set left and right margins at a minimum of .75 inch
- Use a font size of at least 12 point
- Single-space text
- Use Microsoft Word, Excel, or PowerPoint (Contact [Holly Carson](mailto:hcarson@caionline.org) if this is a problem.)
- **YOU MUST** use the PowerPoint Template provided by CAI



Specifications for PowerPoint Presentations

We have provided a PowerPoint template for your use. This template will be available on the speaker’s web page by December 20, 2017.

The template is to enhance the quality of your presentation for the attendees and to link the presentations to the seminar theme.

DO NOT place any company logos on PowerPoint slides. Our attendees appreciate expert and professional education sessions and will have access to your information should they wish to contact you for business reasons. On that same note, attendees are sensitive to anything that appears to be a “sales pitch” and tend to react negatively toward those presentations. A relevant, coherent, interesting presentation is the best sales pitch!

Please also refer to the tips on effective PowerPoint presentations when developing your slides. The tips will help you get your point across, enhance the value of your presentation, and make the handouts for the Resource Guide more valuable.

Guidelines:

Cover slide

- Title of session: 48 pt. Times New Roman (black)
- Subtitle: 26 pt. Arial (black)
- Name(s) of speakers: 16 pt. Arial (black)

Sample slide

- Headline: 42 pt. Times New Roman (black)
- First level: 27 pt. Arial (black)
- Second level: 26 pt. Arial (black)
- Third level: 24 pt. Arial (black)

Tips for Effective PowerPoint Slides:

- Use the PowerPoint template provided by CAI
- Include only necessary information
- Limit the information to essentials
- Content should be self-evident
- Too many slides can lose your audience

Text guidelines

- Generally, no more than 6 words a line
- Generally, no more than 6 lines a slide
- Avoid long sentences
- Larger font indicates more important information
- Words in all capital letters are hard to read
- Avoid abbreviations and acronyms
- Limit punctuation marks

Tips on Highly Effective PowerPoint Presentations

Effective PowerPoint Slides

- Use the PowerPoint template provided by CAI
- Include only necessary information
- Limit the information to essentials
- Content should be self-evident
- Too many slides can lose your audience

Text guidelines

- Generally, no more than 6 words a line
- Generally, no more than 6 lines a slide
- Avoid long sentences
- Larger font indicates more important information
- Words in all capital letters are hard to read
- Avoid abbreviations and acronyms
- Limit punctuation marks