



### Speaker Timeline / Checklist

Send all forms and handouts to Holly Carson at [hcarson@caionline.org](mailto:hcarson@caionline.org).

	Task	Due Date
	<b>CAI Annual Conference and Exposition</b>	May 15-18, 2019
<input type="checkbox"/>	Make hotel room reservations ASAP. Group block expires April 1, 2019. NOTE: the room block usually fills early. Get a room before they are gone.	<b>ASAP</b>
<input type="checkbox"/>	Review, sign and return Speaker Forms to <a href="mailto:hcarson@caionline.org">hcarson@caionline.org</a>	February 15, 2019
<input type="checkbox"/>	Biography: CAI will use the biography that was submitted with the proposal unless you prefer to send a more detailed biography. Email your Biography as a MS Word document via email or in the body of an email to <a href="mailto:hcarson@caionline.org">hcarson@caionline.org</a>	February 15, 2019
<input type="checkbox"/>	DRAFT: Email your outlines, handouts, and PowerPoint presentation to Holly Carson – <a href="mailto:hcarson@caionline.org">hcarson@caionline.org</a>	March 29, 2019
<input type="checkbox"/>	FINAL: Email your final materials/PowerPoint to Holly Carson – <a href="mailto:hcarson@caionline.org">hcarson@caionline.org</a>	April 24, 2019
<input type="checkbox"/>	If you're a first-time presenter at the Conference you must watch a 30-minute webinar for Conference Speakers (this is for first time Conference speakers)	April 24, 2019
<input type="checkbox"/>	Register for the Annual Conference with Speaker's discounted registration form (\$299 for speakers); You can <b>register online</b> and use the Discount Code: <b>19ACSP</b> - in the shopping cart	April 3, 2019
<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 name badge, ribbon and other information to make your time at the conference productive and enjoyable. (Registration opens Wed., May 15, 1-7 p.m.)	Upon arrival
<input type="checkbox"/>	Follow up with attendees who request additional resources or answers to questions.	Post-Conference