



Speaker Timeline / Checklist

Send all forms and handouts to Holly Carson at hcarson@caionline.org.

	Task	Due Date
	CAI Annual Conference and Exposition Community NOW	August 18-21, 2021
<input type="checkbox"/>	Make hotel room reservations ASAP. Group block expires July 10, 2021. NOTE: the room block usually fills early. Get a room before they are gone.	ASAP
<input type="checkbox"/>	Fill out Speakers Agreement Form – Online.	June 11, 2021
<input type="checkbox"/>	Biography: CAI will use the biography that was submitted with the proposal. If you prefer to use a different biography, please provide that in the Online Speaker’s Agreement form.	June 11, 2021
<input type="checkbox"/>	DRAFT: Email your outlines, handouts, and PowerPoint presentation to Holly Carson – hcarson@caionline.org	June 30, 2021
<input type="checkbox"/>	FINAL: Email your final materials/PowerPoint to Holly Carson – hcarson@caionline.org . This will allow CAI to add to the Platform in time for the live event.	July 27, 2021
<input type="checkbox"/>	If you’re a first-time presenter at the Conference you must watch a 20-minute webinar for Conference Speakers (this is for first time Conference speakers)	June 30, 2021
<input type="checkbox"/>	Register for the Annual Conference with Speaker’s discounted registration form (\$299 for speakers); You can register online and use the Discount Code: ACSP21 - in the shopping cart	July 11, 2021
<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., Aug. 18, 3-7 p.m.)	Upon arrival
<input type="checkbox"/>	Follow up with attendees who request additional resources or answers to questions.	Post-Conference