

Region IV VPPPA  **2012 Conference Information
Chattanooga, TN – June 19 - 21**

BREAKOUT SESSION SPEAKER BIO/INFORMATION

Company Name: _____

Speaker Name: _____

Presentation (s) Title: _____

Please Attach Presentation Description (Brief Paragraph):

Please Attach a Speaker Bio:

Contract Information:

Office #: _____
Cell #: _____
Email Address: _____
Arrival Dates: _____

Moderator Name: _____ **Coordinator Name:** _____

Special Needs: (Audio, Video, etc.)

Speaker Agreement Conditions

Expectations

All speakers, moderators and coordinators presenting at the conference are required to register for the conference. To receive the "speaker" rate, speakers, moderators and coordinators must be listed on the Workshop Proposal Form.

Coordinators

Coordinators serve as the key contact for VPPPA in communicating with workshop moderators and speakers. The coordinator is most likely the person submitting the Workshop Proposal Form.

Coordinators are designated upon submitting the workshop proposal. Once designated, a coordinator cannot be changed prior to the conference.

Coordinators ensure that moderators and speakers have accepted their responsibilities and have approved the way their personal information is listed on the Workshop Proposal Form. Please note that moderator and speaker information will be listed in conference programs the way it is submitted on the Workshop Proposal Form.

Moderators

Moderators have specific duties onsite. Every workshop must have a designated moderator. Moderators are not assigned by VPPPA. Moderators may serve as the coordinator and/or speaker.

Moderators' Onsite Duties:

- Arrive to the meeting room early to ensure A/V equipment is functioning properly. If it is not, then immediately inform VPPPA representative at the Registration Counter.
- Welcome attendees to the workshop.
- Introduce the workshop.
- Announce the safety evacuation information (provided in workshop room).
- Introduce yourself and speakers.
- Ask attendees and presenters to turn off their cell phones or turn the ring to vibrate. Inform attendees that any calls should be taken outside the room.
- Ensure your workshop is presented within the timeframe allotted, please stay on schedule.
- Workshop rooms often fill to capacity. If all seats are filled, post the appropriate sign, which will be provided, on the door and remove it at the conclusion of the workshop.

No Commercialization

VPPPA does not endorse commercial products or lobby commercial products for specific legislation.

Speakers are not permitted to sell, promote or otherwise give significant exposure to any company or organization's materials, products and/or services.

Advertising, informational literature, samples, etc., in meeting rooms, corridors, guest rooms or other adjacent areas are not permitted. This restriction also applies to printed matter promoting sessions or activities of other non-VPPPA groups.

Indemnification

Speakers and moderators agree to indemnify and hold VPPPA, additional sponsors and the Ernest N. Morial Convention Center harmless from any damages or costs resulting from their presentations. Your relationship with the association is that of a volunteer and not an employee or agent.

Signature: _____ **Date:** _____