



ACRP 2010 Global Conference
Speaker Agreement

***Please read, complete and sign to be eligible to present
at the ACRP 2010 Global Conference in Tampa, Florida**

We look forward to having you present your topic at the **Tampa Convention Center in Tampa, Florida**, April 23-27, 2010. This letter contains important information about ACRP Global Conference guidelines and your obligations as a session presenter. Please review carefully, sign and return a copy to Casey Milch by **November 2, 2009** via fax (703-254-8102) or e-mail (cmilch@acrpnet.org) to confirm your participation.

Your challenge as a presenter at the ACRP 2010 Global Conference is to address the topic(s) submitted in your abstract in a thought provoking and effective manner. To maintain the educational integrity of the Global Conference program, presenters cannot use their session(s) as a platform for promotion of their products and/or services.

ACRP Speaker Guidelines:

Presentation Template:

Attached is a PowerPoint background template to coordinate with the graphics of the Global Conference. All speakers are required to utilize the background for their Global Conference presentation(s). Contact Casey at ACRP (703-258-3508 or cmilch@acrpnet.org) if you have questions about how to download and/or use this presentation template.

Meeting Room Set-up:

All concurrent, panel and workshop sessions will be set classroom style in an effort to enhance learning. Poster sessions will be set theatre style. In the larger rooms a podium and head table positioned on a riser in the front of the room will be part of the standard room set-up. Smaller rooms will have a podium and a head table with chairs.

Meeting Room Assignment and Session Time:

ACRP reserves the right to assign meeting rooms and session dates/times based on the other events that are scheduled throughout the Global Conference. If there are any restrictions to your travel schedule, please advise Casey by November 30, 2009. Your request will be accommodated to the greatest extent possible. Further, ACRP reserves the right to relocate meeting rooms based on space requirements.

Meeting Room Audio-Visual Equipment:

The following audiovisual equipment items will be provided in each concurrent session room as part of the standard set-up:

- LCD projector and screen package
- Personal computer (desktop)
- One wireless microphone
- Two standing floor microphones for participant Q&A



- One podium microphone
- One table top microphone per two seated panelists at head table
- One laser pointer, upon request and based on availability

Speaker Ready Room:

ACRP will provide a speaker ready room at the Tampa Convention Center. Use of this space is available on a first come-first serve basis. The room will be equipped with a LCD projector and desktop computer only and all PowerPoint presentations will be pre-loaded and identifiable by session number.

Global Conference Registration:

Two concurrent session and four panel speakers will receive complimentary full registrations for the ACRP Global Conference which includes all sessions, handouts, receptions, meals within the full conference registration package and the ACRP Gala. All workshop speakers will receive complimentary full registrations. One poster session speaker will receive a complimentary one day registration, which does not include access to the ACRP Gala. No complimentary registrations (full or one day) include workshop access. You will be required to complete the speaker Global Conference registration form that will be sent to you via email on November 16, 2009.

Travel Related Expenses:

ACRP does not reimburse session speakers for airfare, hotel accommodations, meals or any other travel related expenses. Nor does ACRP reimburse for other recreational or tour events utilized by the speaker while traveling.

Hotel Accommodations:

Session speakers are responsible for securing their own accommodations in Tampa during the Global Conference. The hotel reservation website opens November 1, 2009. Please visit the Global Conference website, www.acrp2010.org and click "Hotel & Travel" to book your hotel reservation online or using the indicated phone number to call the hotel directly to make your reservation.

Honoraria:

ACRP does not provide honoraria to concurrent session, poster or panel speakers.

Continuing Education Credits:

Session speakers will not receive credit for the sessions that they present; however, you can receive credit for other Global Conference sessions that you attend. You must complete a session evaluation form within three weeks of the close of the Global Conference to receive credit.

Speaker Responsibilities:

- Meet established deadlines in the Speaker Agreement Checklist on the last page of this form and notify ACRP staff of circumstances that may prevent you from meeting these deadlines or presenting at the Global Conference.
- If you are unable to attend the Global Conference, secure a replacement speaker by January 1, 2010 and notify ACRP promptly. After January 1, 2010, any session with only one speaker and that sole speaker unable to speak, will have their session cancelled.



- Prepare a presentation that will meet the objectives specified in the abstract.
- Arrive at your session room at least fifteen (15) minutes before your session start time.

*Unless otherwise stated, all documents are to be submitted to Casey Milch via email at cmilch@acrpnnet.org or via fax at (703) 254-8102.

*A word about your Global Conference presentation: Due to the limited time between sessions, ACRP will be pre-loading all Global Conference presentations onto leased computer equipment that is set up in each meeting room. You may not bring your own slides with you on a disk or USB memory drive. If your presentation is not received by March 1, 2010, your session will be cancelled.

Copyright and Licensing:

By signing below, you grant ACRP the right to reproduce and distribute copies of your material electronically and in other media, whether copyrighted or not, to meet the objectives of the program for which such materials are furnished. You also grant ACRP the right to take still photographs and make video and audio recordings (unless you have indicated in your proposal submission that you do not desire to be recorded) during your presentation that may be used for Global Conference publicity or Association publications, including making Global Conference materials and recorded sessions available on the Internet or for purchase; in print, electronic, and other formats.

Thank you again for agreeing to be a contributor to this exciting Global Conference. We look forward to your participation. Please do not hesitate to contact me if you have any questions; e-mail cmilch@acrpnnet.org, phone (703) 258-3508 or fax (703) 254-8102. **Please remember to return this form by November 2, 2009.**

Sincerely,

Casey Milch
Global Conference Coordinator



PLEASE FAX or E-mail this Page with your signature.

Please **PRINT** the following information. Include session title, session number and date found on the acceptance email you received from ACRP:

I Accept the Terms of this Agreement:

 Name of Speaker Signature of Speaker

Cellular Phone: _____

Emergency Contact Name & Phone: _____

Session Title: _____

Session Number: _____

Date Signed: _____

Speaker Agreement Checklist

- | | | |
|--------------------------|--|-------------------|
| <input type="checkbox"/> | Sign and return attached Speaker Agreement | November 2, 2009 |
| <input type="checkbox"/> | Notify Casey Milch of any session date changes | November 30, 2009 |
| <input type="checkbox"/> | Global Conference Registration Form Due | December 31, 2009 |
| <input type="checkbox"/> | Notify ACRP of Replacement Speaker (if applicable) * | January 1, 2010 |
| <input type="checkbox"/> | Educational objectives approved and sent to ACRP ** | January 9, 2010 |
| <input type="checkbox"/> | Speaker Webinar | January 15, 2010 |
| <input type="checkbox"/> | Notify ACRP of additional A-V Requirements | February 16, 2010 |
| <input type="checkbox"/> | Provide ACRP with finalized presentation materials | March 1, 2010 |
| <input type="checkbox"/> | All travel and hotel arrangements finalized | March 19, 2010 |
| <input type="checkbox"/> | Enjoy Conference! | April 23, 2010 |

* Complimentary registrations are not transferrable. Replacement speakers will be responsible for paying their own registrations.

** If applicable