

APTA Academy of Pediatric Physical Therapy (APPTAC) 2020
SPEAKER LETTER OF INTENT

Thank you for participating in the Academy of Pediatric Physical Therapy Annual Conference. APPTAC 2020 will be held November 12-15 (preconference courses November 10-11) in Omaha, NE.

NOTE: Session titles may be changed, but speakers should not be added beyond those listed in the original proposal. The most effective sessions have no more than 1 speaker/45 minutes. Honorarium, travel expenses, per diem, and complimentary registration are limited to no more than 2 speakers per session; if you have more than 2 speakers, you will indicate who should be covered when you complete your speaker tasks.

I and my fellow speakers will present the accepted session as part of APPTAC 2020 and will be paid as indicated below. We will not present this course (or any course similar in content) independently or with other agencies 2 months before/after APPTAC 2020 in the same or adjoining state. I and my fellow speakers also agree to present during the day and time assigned to us. As lead speaker, I am responsible for sharing this information with any co-speakers.

- ✦ Speaker honorarium at the rate of \$100 per hour of speaking (pro-rated to \$50/hour for 2 speakers listed on the original proposal submission; additional speakers will not receive honorarium)
- ✦ Travel expenses (capped at \$500 per speaker) for 1 or 2 speakers listed on the original proposal submission per session; includes mileage (paid at the current IRS rate) or air travel (coach; speakers can book on their own at the lowest available rate and submit for reimbursement). 1 day per diem up to \$300 (with original receipts) for 1 or 2 speakers listed on the original proposal submission per session; includes meals (no alcohol) and hotel (in Academy room block; booked by the speaker by housing deadline) for each day of speaking. **Additional days must be requested and approved by the APPTAC Committee Chair.**
- ✦ Complimentary conference registration for 1 or 2 speakers listed on the original proposal submission.
- ✦ To meet all speaker deadlines and submit presentation handouts by October 15, 2020.
- ✦ To present during the day and time assigned to my session.

Thank you for your participation—we're looking forward to a successful conference!

APPTAC Committee Co-Chairs/E-mail: Cindy Miles (bike4ever@cindymiles.com) and Tricia Catalino (tcatalino@hpu.edu)

Note: APPT will pay honorarium, provide complimentary registration, and fulfill reimbursement requests (to include travel and per diem) only for 1 or 2 speakers listed on the original proposal submission. Speakers who wish to split the honorarium/reimbursement benefits among more than 2 speakers are encouraged to make arrangements to reimburse each other outside of the APPT reimbursement process.

Failure to meet speaker deadlines will result in forfeiture of speaker honorarium and could result in forfeiture of travel and per diem reimbursement or removal from the conference programming.