

## **Statement of Understanding**

### **Submission Process**

- It is the primary speaker's responsibility to inform co-speaker(s) (if applicable) of any updates, scheduling, and required tasks to be completed.
- Submissions that are incomplete or not submitted in the requested format will **not** be considered.
- ENA reserves the right to edit course description and titles to conform to the program format.
- Formal notification of selection will occur approximately 90 days after the submission deadline date.

### **Deadline Compliance**

- If speakers fail to comply with established and published deadlines, ENA reserves the right to rescind invitations to be a speaker. Should ENA find it necessary to cancel a presentation for failure to comply with any deadlines there will be no obligation on ENA to refund any fees or costs related to your participation in the conference.

### **Honorarium**

- An honorarium will be provided post conference to the primary speaker (only). Payments may take up to 45 days to process.

### **Registration**

- Speakers are required to register for the conference and are responsible for all their expenses related to the conference (e.g., registration, airfare, and hotel).

### **Presentation**

- Speakers should have a working knowledge of PowerPoint. All presentations must be presented on the EN20 presentation template.
- All presentations are required to be uploaded to the Harvester system for ENA's review prior to the conference.
- Presentations must only include educational content; product or service promotion is not permitted in the session room before, during or after your presentation.
- Authors who are interested in promoting their products or services can exhibit in the exhibit hall; please visit the ENA [exhibitor page](#) for more information.

### **Speaker Ready Room**

- The speaker ready room is available for presentation review. Minor edits (grammar, etc.) can be made to presentations (in the speaker ready room only) up to three (3) hours prior to the session start time.

### **Audio Visual/Equipment**

- Each lecture room is equipped with a podium, screen, laptop, microphone and laser pointer.
- Speakers are responsible for sourcing other supplies/equipment.

### **Media**

- By signing this agreement, you are consenting to be photographed, filmed and/or otherwise recorded and to any use, in any and all media.

### **Cancellations**

- If you are unable to give your presentation, please notify us **as soon as possible** by emailing [conference.education@ena.org](mailto:conference.education@ena.org). We ask that, if possible, you provide a suitable replacement in case we do not have a speaker on the waiting list for that topic.