Speaker Responsibilities

Selected breakout speakers are required to submit their final presentation outline, with permission to post**, no later than 14 days prior to start of the Summit**, to ensure material can be reviewed, approved and made available to attendees.

Upon selection, it is the responsibility of the submission contact to confirm and communicate with all proposed speakers that they must register for the Summit and pay the registration fee unless otherwise approved in advance by Summit organizers in writing.

Submission Requirements

Proposals are due by August 23, 2019 and due date will not be extended.

Your submission must include the following:

- The name of your organization, and contact information, including title
- The names, affiliations and titles of proposed speakers that will participate in your session
- Session Title
- Short Session Description (less than 100 words)
- A 500-word or less description of your session, including methods for engaging the audience
- 3-5 learning objectives and audience takeaways
- Identification of target audience and sector(s)