

## **Academy of Pediatric Physical Therapy Annual Conference (APPTAC) 2017**

### **SPEAKER LETTER OF INTENT**

Thank you for participating in the 2017 Academy of Pediatric Physical Therapy Annual Conference, to be held November 17-19 (preconference courses November 15-16) in Cincinnati, OH. *NOTE: Session titles may be changed, but no speakers should be added beyond those listed in the original proposal. It is preferred that sessions have no more than 1 speaker/45 minutes.*

*Honorarium, travel expenses, per diem, and comp registration are limited to 2 speakers per session; if your session has more than 2 speakers, please indicate who should receive coverage: \_\_\_\_\_*

I and/or my fellow speakers will present the above-named session as part of APPTAC 2017 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 this presentation in the same or adjoining state. As lead speaker, I am responsible for sharing this information with any co-speakers.

- Speaker honorarium is \$100 per hour of speaking (pro-rated to \$50/hour for 2 speakers; additional speakers will not receive honorarium). Travel expenses (capped at \$500 per speaker) for 1 or 2 speakers per session; includes mileage (at the current IRS rate) or air travel (coach; speakers should 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 per session; includes meals (no alcohol) and hotel (in Academy room block; booked by the speaker by housing deadline) for each day of speaking. **Any additional days must be requested and approved by the APPTAC Committee Chair.**
- Complimentary conference registration for 1 or 2 speakers. Speakers are encouraged to stay during the entire conference if possible, in order to network with participants and further attendee learning by enabling them to engage with you as an expert and a mentor. **Please indicate if you plan to stay for the entire conference: Y / N**
- Note: Handouts will be posted for access by conference registrants prior to the course. Because one of the goals of APPTAC is to further member education, the Academy will make handouts available to interested Academy members for a small fee (<\$50) for a limited time (<3 months).

I have read this Speaker Letter and the Speaker Toolkit and agree to abide by these terms and recommendations.

**APPTAC Committee Contact Person/E-mail: Cindy Miles ([bike4ever@cindymiles.com](mailto:bike4ever@cindymiles.com)).**

**April 3, 2017:** Deadline to submit the following: signed copy of this agreement (keep one copy for your records) with final speakers (including credentials).

**April 10, 2017:** Deadline to submit the following: **1)** all speaker bios (100 words max) or changes to session description (200 words max) & objectives (max of 4) submitted in proposal, and **2)** any changes to the standard room set (podium, lavalier microphone, screen/LCD projector - speakers bring their own computer) and whether you'll need sound for your presentation.

**September 15, 2017:** Deadline to submit handouts to [pediatrics@apta.org](mailto:pediatrics@apta.org). Handouts should be in pdf format, black & white, with 3 slides per page for PowerPoint, and no longer than 25 pages (precons excepted); include only material for which you have permission. For further guidelines, see Speaker Toolkit.

**December 15, 2017:** Deadline to submit for reimbursement.

**NOTE:** The Academy reserves the right to change the time of the presentation. The Academy may also cancel this event, in which case all non-refundable speaker expenses will be reimbursed.

***Failure to meet these deadlines will result in the committee withholding your reimbursement & honorarium.***

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