

APTA Section on Pediatrics Annual Conference (SoPAC) 2016

SPEAKER LETTER OF INTENT

Thank you for participating in the 2016 Section on Pediatrics Annual Conference, to be held November 11-13 (preconference courses November 9-10) at Keystone Resort, CO. *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 in the first two spaces.*

Submit a SEPARATE Speaker Letter of Intent for each session for which you are serving as the LEAD speaker (additional speakers should not submit separate forms). List the title, date, and time for your session below:

List speaker(s) name(s), credentials, and e-mail (LEAD speaker in parentheses, if multiple speakers):

- 1.
- 2.

I and/or my fellow speakers will present the above-named session as part of SoPAC 2015 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 at the rate of \$100 per hour of speaking (pro-rated to \$50/hour for 2 speakers; additional speakers will not receive honorarium). **Check here if speaker(s) would like to donate the honorarium(s)** to the Section's *PPT* Journal Fund ☐, Section's general fund ☐, or the Foundation for Physical Therapy's Pediatric Fund ☐ (if some speakers would like to donate and others would not, please indicate who will donate: _____)
- 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 Section room block; booked by the speaker by housing deadline) for each day of speaking. **Any additional days must be requested and approved by the SoPAC 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 SoPAC is to further member education, the Section will also make handouts available to interested Section members for a small fee (<\$50) for a limited time (<3 months).

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

Lead Speaker Signature: _____ **Date:** _____

SoPAC Committee Contact Person/E-mail: Cindy Miles (bike4ever@cindymiles.com).

March 15, 2016: Deadline to send the following to pediatrics@apta.org: **1)** signed copy of this agreement (keep one copy for your records) with final speakers (including credentials), **2)** any additional speaker bios (100 words max) or changes to session description (200 words max) & objectives (max of 4) submitted in proposal, and **3)** 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, 2016: Deadline to submit handouts to 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 SOP Speaker Toolkit.

December 15, 2016: Deadline to submit for reimbursement.

NOTE: The Section reserves the right to change the time of the presentation. The Section 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!