

**APTA Academy of Pediatric Physical Therapy (APPTAC) 2018**  
**SPEAKER LETTER OF INTENT**

Thank you for participating in the Academy of Pediatric Physical Therapy Annual Conference. APPTAC 2018 will be held November 9-11 (preconference courses November 7-8) in Chattanooga, TN.

*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 comp registration are limited to no more than 2 speakers per session; if you have more than 2 speakers, please indicate who should be covered in the first two spaces.*

I and my fellow speakers will present the accepted session as part of APPTAC 2018 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 2017 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).
- ✦ Travel expenses (capped at \$500 per speaker) for 1 or 2 speakers 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 \$250 (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. **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.
- ✦ 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 also make handouts available to interested Academy members for a small fee (<\$50) for a limited time (<3 months).

**APPTAC Committee Co-Chairs/E-mail: Cindy Miles ([bike4ever@cindymiles.com](mailto:bike4ever@cindymiles.com)) and Tricia Catalino ([tricia.catalino@tun.touro.edu](mailto:tricia.catalino@tun.touro.edu))**

**October 15, 2018:** Deadline to submit handouts.

**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 conference!**