

AES Annual Meeting – Faculty Compliance Guidelines

To ensure a smooth and timely production of meeting materials and slide reviews, **faculty must meet all deadlines** related to their participation in the Annual Meeting. AES staff and session chairs will support faculty throughout the process with reminders and guidance.

Key Deadlines for Faculty

- **September 15**
Submit the following:
 - Speaker Agreement
 - Updated profile, bio, and photo
 - Speaker registration
- **October 15**
Submit the following:
 - Audio-Visual (AV) requests
 - Non-Exclusive License Agreement
 - Slides for review (CME sessions only)

AES staff will send regular reminders to help faculty stay on track.

Role of Session Chairs

- Chairs are responsible to communicating expectations and guidelines from the beginning with speakers and making sure all speakers are meeting deadlines.
 - A few days before each deadline, AES staff will notify session chairs of any faculty who have not completed their tasks.
 - Chairs are expected to follow up with their faculty to encourage timely completion.
-

If Deadlines Are Missed

1. **Initial Follow-Up**
 - AES staff and session chairs will contact faculty to remind them of overdue tasks.
 2. **Escalation**
 - If tasks remain incomplete, AES staff will notify the Annual Meeting Chair.
 - The Chair will follow up with the session chair.
-

3. Consequences for Non-Compliance

- **Stipend Eligibility:** Faculty in stipend-eligible sessions will forfeit their stipend if tasks are not completed by the deadlines.
- **Future Speaking Opportunities:** Faculty may be barred from speaking at AES events for the next two years.

Final Deadline: November 9

If required tasks are still incomplete by **November 9:**

- AES staff will notify the Annual Meeting Chair and session chairs.
- The Chair will inform the faculty that they are **ineligible to speak** at the Annual Meeting and **barred from speaking for two years**.
- AES staff will maintain a record of non-compliant faculty, including the restriction timeframe (e.g., 2026–2028).

Faculty Cancellations & Replacements

- Faculty must notify AES staff and session chairs **in writing** if they need to cancel.
- When possible, faculty should recommend a replacement.
- Replacement speakers will be given **alternative deadlines**, but CME session replacements must still meet strict requirements.

Exceptions

- The Annual Meeting Chair may make exceptions to this policy on a **case-by-case basis**.
- All exceptions must be approved by the **Chair of the Council on Education**.