



SESSION TITLES & DESCRIPTIONS

Please fill out the form below to submit your session titles and descriptions for the 2017 Midwest Veterinary Conference. Remember to adhere to these guidelines:

- Submit a title and description for EVERY session shown in your speaker contract.
- Descriptions should be no more than 750 characters (including spaces and punctuation).
- Titles should be no more than 80 characters (including spaces and punctuation).
- For each session, please specify on what day it occurs and for how many hours.

When complete, save the document and return to the online Speaker Service Center to upload it along with the rest of your Speaker Contract by Aug. 12, 2016. (See instructions on page 4.) If you have any questions or need assistance, please contact OVMA staff liaison Aimee Becker at abb@ohiovma.org or 614.436.1300.

Speaker Name and Credentials _____

REQUIRED – Please type exactly as you would like your name to appear in MVC marketing materials.

SESSION 1

Title _____

Day: Thurs. 2/23 Fri. 2/24 Sat. 2/25 Sun. 2/26 Number of Hours: 1 2 3 4 5 6

Description

SESSION 2

Title _____

Day: Thurs. 2/23 Fri. 2/24 Sat. 2/25 Sun. 2/26 Number of Hours: 1 2 3 4 5 6

Description

SESSION 3

Title _____

Day: Thurs. 2/23 Fri. 2/24 Sat. 2/25 Sun. 2/26 Number of Hours: 1 2 3 4 5 6

Description



SESSION 4

Title _____

Day: Thurs. 2/23 Fri. 2/24 Sat. 2/25 Sun. 2/26 Number of Hours: 1 2 3 4 5 6

Description

SESSION 5

Title _____

Day: Thurs. 2/23 Fri. 2/24 Sat. 2/25 Sun. 2/26 Number of Hours: 1 2 3 4 5 6

Description

SESSION 6

Title _____

Day: Thurs. 2/23 Fri. 2/24 Sat. 2/25 Sun. 2/26 Number of Hours: 1 2 3 4 5 6

Description

SESSION 7

Title _____

Day: Thurs. 2/23 Fri. 2/24 Sat. 2/25 Sun. 2/26 Number of Hours: 1 2 3 4 5 6

Description



SESSION 8

Title _____

Day: Thurs. 2/23 Fri. 2/24 Sat. 2/25 Sun. 2/26 Number of Hours: 1 2 3 4 5 6

Description

SESSION 9

Title _____

Day: Thurs. 2/23 Fri. 2/24 Sat. 2/25 Sun. 2/26 Number of Hours: 1 2 3 4 5 6

Description

SESSION 10

Title _____

Day: Thurs. 2/23 Fri. 2/24 Sat. 2/25 Sun. 2/26 Number of Hours: 1 2 3 4 5 6

Description

SESSION 11

Title _____

Day: Thurs. 2/23 Fri. 2/24 Sat. 2/25 Sun. 2/26 Number of Hours: 1 2 3 4 5 6

Description



SESSION 12

Title _____

Day: Thurs. 2/23 Fri. 2/24 Sat. 2/25 Sun. 2/26 Number of Hours: 1 2 3 4 5 6

Description

SPEAKER NOTES / INSTRUCTIONS (IF APPLICABLE)

HOW TO SAVE AND SUBMIT

In Adobe Acrobat or Adobe Reader, go to File > Save As.

- Save your document on your desktop or another place you will remember.
- It does not matter what you name your file; our system will rename it when you upload it to our server.

Return to the Speaker Service Center at www.mvcinfo.org/speakers to upload your session information.

- Click on the Speaker Service Center button.
- Log in using the email address you provided OVMA and the confirmation number found in your email invitation.
- Click "NEXT" until you reach the Speaker Contract page, updating information as needed.
- Scroll down to the "SESSION INFORMATION" section. Under the first question (the same place you downloaded this template), click the "ADD FILE" button. Navigate to the location you saved this document, select it, and click "UPLOAD."

Save and submit your changes.

- Once you have uploaded the document, scroll to the bottom of the page and click "SAVE AND NEXT" to proceed to the next page. If you need to make any other changes, you may do so before continuing.
- Continue clicking "NEXT" until you reach the final registration page, then click "FINISH" to submit your contract.
- Alternatively, you may click "SAVE" and log in later to finish.
 - **IMPORTANT!** The system will save your information for **7 days**, after which if you have not completed the contract, you will have to start over. We recommend proceeding to the end to submit your contract to ensure all changes are saved; you may return anytime before the due date to make changes by logging in with your email and confirmation number. (See MVC website for instructions on how to modify your submission.)