



SPEAKER SUBMISSION CHECKLIST

DUE AUG. 19, 2016

Contract

The Speaker Contract provides all the details of your agreement to speak at the 2017 MVC.

- View the contract online at www.mvcinfo.org/speakers.

Session Titles and Descriptions

A brief explanation of what your presentation will consist of, including session titles.

- Session titles: 80 characters or less
- Session Descriptions: 750 characters or less
- Includes spaces and punctuation

Speaker Introduction and Photograph

The speaker introduction is a brief summary of your credentials and relevant accomplishments.

- Used on MVC website, Conference Proceedings, and in speaker introductions
- 750 characters or less (including spaces/punctuation)
- Photo submission is voluntary but helps OVMA to market you and your sessions

Compensation Information Form

Please provide the MVC with payment instructions for your honorarium and whether you or your employer should receive the payment.

- Visit www.mvcinfo.org/speakers for the OVMA's Compensation & Expenses Policy

Industry Affiliation Disclosure

It is the goal of the MVC to ensure that attendees are aware of any affiliations our Speakers may have with other companies or organizations in the industry.

- Identify your affiliations and the general nature of them
- Included in MVC programs

Audio Visual Equipment List Request

Standard AV set includes lectern microphone, projector and projection screen, laptop, wireless lavalier microphone, audio mixer, and slide advancer/laser pointer.

Permission to be Audio Recorded

The MVC hires an audio recording company to record the sessions of the MVC for sale and distribution to attendees. Please grant or deny permission to allow the audio recording of your session(s).

Permission to be Photographed

The MVC hires a photographer to document the Conference. Please grant or deny permission to allow us to take your photograph during the Conference.

- Photos used to re-cap events and market future MVCs

Copyright Assertion

Please identify whether you own or have been granted the use of the material you will present.

- Protects your rights and those of others who contributed

Hotel Reservation Request (If Applicable)

The OVMA will make hotel reservations upon receipt of the completed request form.

- Submit request online via the Speaker Service Center
- Outside arrangements will not be reimbursed without prior approval
- See the OVMA's Travel & Hotel Accommodations Policy at www.mvcinfo.org/speakers for details.

Hands-On Lab Specifications (If Applicable)

This is only for those Speakers who have been designated as providing a Hands-On Lab. It provides the MVC with all of the details necessary to establish a registration price for the lab.

DUE DEC. 5, 2016

Scientific Notes and/or PowerPoint Presentations

Conference Proceedings are made available to attendees in digital form prior to the Conference.

- See the OVMA's Materials Guidelines at www.mvcinfo.org/speakers for instructions.

Travel Arrangements (If Applicable)

Out-of-state Speakers, please make airfare arrangements with the MVC's designated travel agency.

- See the OVMA's Travel & Hotel Accommodations Policy at www.mvcinfo.org/speakers for details.

