



GUEST SPEAKER POLICY

SPEAKERS FOR FEBRUARY, SEPTEMBER AND DECEMBER WORKSHOPS

- These speakers generally attend at their own expense. (If necessary, SPIAO Executive will reimburse reasonable travel expenses where the topic is of particular interest to members and speakers are difficult to obtain on the topic.)
- SPIAO will provide Lunch and mid-morning refreshments.
- Speaker Gifts are provided for 1 presenter for each topic, depending on the nature of the presentation.
- From time to time, as determined by the Executive, SPIAO will pay to access a speaker on a topic of special interest to members.

SPEAKERS FOR MAY EXTENDED WORKSHOP

All Speakers will be given a token gift representing SPIAO's appreciation of their contribution.

In addition, all speakers will be offered one of the following:

- Overnight accommodations including taxes (which includes three meals)

OR

- Mileage expenses at a rate to be determined annually by Executive.
- Two meals (Breakfast and Lunch or Lunch and Dinner)
- One golf pass in the SPIAO-organized golf tournament, if applicable

Key Speakers' Contact – Annual Extended Workshop

One executive member will be appointed key contact for speakers who accept the invitation to speak. This will ensure consistent delivery of information to speakers, a central point for booking rooms, A/V requirements, meal requirements, etc. The 'Speakers Checklist' will be sent to speakers promptly upon acceptance and returned by them to the key contact.

(The most appropriate position is likely the Director at Large person however, this is open to discussion.)



Guest Speaker Procedures

1. Speakers are asked to provide an electronic copy of their presentation, for attendee handouts, *two weeks* before the start of the Extended Workshop.
2. To accommodate different styles of learning, speakers are encouraged to include a visual component in their presentation, e.g. PowerPoint, overheads or examples of trial exhibits. (Please do not use dark backgrounds for handout materials as they are difficult to reproduce.)
3. Speakers are asked to provide a current biography two months before the session. At the discretion of the speaker, they can provide a digital photograph along with the biography for possible inclusion in advertising materials.
4. For Extended Workshops, speakers must advise their Executive contact whether or not they require hotel accommodations at least one month in advance of their speaking date or otherwise no room can be guaranteed. SPIAO will pay costs as noted in the Guest Speaker Policy. Additional costs will be at the speakers own expense.
5. Speakers are welcome to register for the balance of the Annual Extended Workshop at the applicable fee.
6. Speakers who choose not to attend the entire workshop will be offered the opportunity to join Extended Workshop attendees at social events occurring at a time commensurate with their presentation.



SPEAKER'S CHECKLIST

Conference Title: Society of Public Insurance Administrators of Ontario meeting
Location: _____ Date: _____

To help us meet your requirements for this conference, **please complete and return this signed checklist** with a copy of your paper and disk **no later than** _____ to _____ Email: _____

Speaker's Name: _____ Meeting Date _____

Telephone Number: _____
(please indicate which number should only be used for emergencies)

<p><u>1. Biography</u></p> <p>To introduce you at the conference and to print a synopsis in the delegate manual, the chair and conference coordinator require your biography. Please forward a short one-paragraph introduction to _____ at the SPIAO address or facsimile number above, if you have not already done so.</p> <p><u>2. Speaker's Papers</u></p> <p>Please deliver two hard copies unstapled of your paper, or an electronic copy of any overheads or slides that you intend to use, to SPIAO at the address above no later than _____ (date) _____. <u>Faxed copies are not acceptable as they are not of publishable quality.</u></p> <p>Please indicate your software format: <input type="checkbox"/> Powerpoint <input type="checkbox"/> WordPerfect Version _____ <input type="checkbox"/> Microsoft Word Version _____ <input type="checkbox"/> Mac <input type="checkbox"/> Other: _____</p> <p><u>3. Audio-Visual Equipment</u></p> <p>Do you have any audio-visual requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please indicate the audio-visual aids you will need: <input type="checkbox"/> LCD PowerPoint projector <input type="checkbox"/> Overhead projector / transparencies <input type="checkbox"/> Other: _____</p> <p>Note: CHARTS & DIAGRAMS - Materials are produced in black and white only. Please use shading, broken lines etc. to distinguish specific information.</p> <p><u>4. Title of Presentation</u></p> <p>To complete the publication's table of contents, we need the title of your presentation: _____ _____</p>	<p>Is there a co-author (or more than one co-author) of your paper? If so, how would you like them acknowledged? _____ _____</p> <p>Is there a co-author (or more than one co-author) of your paper? If so, how would you like them acknowledged? _____ _____</p> <p><u>5. Lunch</u></p> <p>Will you be staying for lunch? Day 1 <input type="checkbox"/> Yes <input type="checkbox"/> No Day 2 <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please indicate any dietary restrictions, need for wheelchair access, allergies, etc. _____ _____</p> <p><u>6. Copyright</u></p> <p>Thank you for taking time to prepare written materials for the conference. After each conference SPIAO prepares a conference report based on the materials you and your fellow speakers have provided to us. These reports are also included on our web site. You receive full accreditation as author, together with the inclusion of your biographical sketch as a contributor. The broad distribution of the material in report and web-based formats will significantly enhance the profile you receive from your participation.</p> <p>Copyright to your materials remains with you. You hereby grant SPIAO the non-exclusive worldwide right to reproduce, publish and distribute these materials to their audiences in any medium or format, in the course of our operations. You will, of course, continue to have the right to publish these materials in any manner you may choose.</p> <p>I hereby acknowledge, confirm and agree to the above terms:</p> <p>Signature: _____ Date: _____</p>
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