



Speaker Guidelines 2021 Fall Conference

Embassy Suites | Noblesville, IN

Registration Information

You will receive complimentary registration to attend education sessions on the day that you are presenting. Instructions for registration will be sent in August, and you must register prior to September 13, 2021.

Host Hotel

Embassy Suites by Hilton Noblesville, Indiana

Visit laincon.org/hotel to make a reservation in the LeadingAge Indiana block. You may also call the Embassy Suites at 317-674-1900. Hotel reservations must be made by no later than **August 26, 2021**.

Reimbursement

LeadingAge IN does not pay for breakout session speakers or per diem costs. As a reminder, speakers are responsible for all travel-related expenses, special event costs, and meals.

Handouts

Handouts for the Fall Conference will be provided electronically to attendees on laincon.org. Send your handouts to kconoley@leadingageindiana.org no later than **September 13, 2021**. Handouts not received by the deadline are the speaker's responsibility to print and distribute.

Room/Audiovisual Set-Up

Session rooms will be set with a head table, projector/screen, and microphones will be provided. Please plan to arrive 15 minutes before your session starts to set up.

Speaker Introductions

If you have not already done so, please provide a brief speaker bio to be used for your session introduction. Bios can be emailed to kconoley@leadingageindiana.org.

Speaker Cancellation

Notify Kristen Conoley immediately (317-733-2380, kconoley@leadingageindiana.org) if you are not able to speak at the conference. If possible, identify a replacement speaker if you have a colleague that can fill in.

Nondiscriminatory Language and Behavior

In your presentation and handouts, please be sensitive to the concerns and perspectives of all members of the audience. Discriminatory language can come between your message and your audience, so please strive to communicate in a way that expresses respect for all individuals.

'Selling' Products or Services from the Podium

Presentations should not promote or focus specifically on a company, product, or service. Presentations should not be used as a selling platform, and speakers should disclose any interests or connections they have to a product or service if they indicate any interest.

On-Site Preparedness

By attending, you are agreeing to follow any guidelines and recommendations of LeadingAge Indiana, the Embassy Suites by Hilton Noblesville, and any local/state/federal guidelines to contribute to a safe event. This may include, but is not limited to, submitting daily temperature and symptom checklists, wearing a mask, engaging in appropriate physical distancing and not attending the event if you are ill or have been exposed to COVID-19 in the last 30 days. Details and updates on health and safety guidelines will be shared with all attendees prior to the Fall Conference.