

- June 8th:** Return speaker contract
July 9th: Register for conference (last day for early bird discount)
August 1st: Submit biography and headshot
September 16th: Reserve hotel room (AHP's conference rate ends this day)
September 18th: Submit AV Requirements
September 20th: Submit presentations

The Association for Healthcare Philanthropy (AHP) is pleased that you have agreed to speak at the 2018 AHP International Conference, October 17 – 20, 2018, at the Manchester Grand Hyatt Hotel in San Diego, CA. Thank you for your dedication and time. This document contains critical information and guidelines in regard to the conference and your role as a speaker. Please review *all information* and return a signed copy of *this document* to AHP to confirm your session by email, fax or mail.

1. Registration & Lodging

Registration information is now available online. Please click [here](#) to register. Register by **July 9th** to get the early bird registration rate. **Speakers are required to register for the conference if they plan on attending the conference.** Also, reserve your room early to receive the discount of \$269 per night plus tax. You may call the San Diego reservation hotline at (619) 232-1234 and ask for the AHP room block, or you can make your reservation online by clicking [here](#). AHP does not reimburse speakers for registration, travel or lodging fees.

2. AV Requirements

AHP will provide a laptop with audio and video capabilities, an LCD projector and screen, one (1) lavalier microphone and wireless mouse (clicker to forward slides), a podium with gooseneck microphone, a wireless internet connection, one floor microphone for Q&A, and table for speaker handouts in all speaking rooms. **All speakers are required to use the laptop provided by AHP for their presentation.** AHP reserves the right to set rooms at its discretion. Should you have any additional AV needs not described above, please email speakers@ahp.org by **September 18th**. AHP will do its best to accommodate additional AV needs. AHP staff and hotel staff will be available on site to help ensure that the AV is working properly the day of your session.

3. Biographical Information & Headshot

AHP requires you to submit your biographical information (**limited to 75 words or less**) and photo to post on our website and for introductory purposes on site. Please email your bio and photo to speakers@ahp.org by **August 1st**.

4. Presentations & Handouts

Email your presentation (PowerPoint format) to speakers@ahp.org, by **September 20th**. There is a branded PowerPoint template that **we require all speakers** to use, which is currently posted on the conference website. (*Note: When you send in your PowerPoint document, we will convert the file to a secure PDF. We will not edit the content of your presentation. You are required to bring your PowerPoint on a jump-drive with you as a backup to the conference in addition to emailing any updated copy to AHP so we can post it for attendees*). **AHP will not provide copies of presentations or handouts at the conference.** Presentations must be provided to AHP by the deadline to be posted on the conference app for attendees to download before the conference. **If you are not able to provide your presentation by the deadline, it is your responsibility to bring with you 150 copies of your presentation in the notes format for session attendees.**

- June 8th:** Return speaker contract
- July 9th:** Register for conference (last day for early bird discount)
- August 1st:** Submit biography and headshot
- September 16th:** Reserve hotel room (AHP's conference rate ends this day)
- September 18th:** Submit AV Requirements
- September 20th:** Submit presentations

Speaking Policies

Please review the following AHP Speaker Policies prior to signing the speaker contract:

- AHP does not pay for travel expenses or speaker fees.
- AHP asks that you register for the conference if you are planning on attending the conference beyond your own session.
- We ask that you notify AHP immediately by calling 703-532-6243, or emailing speakers@ahp.org, in the event that an emergency should prevent you from meeting your obligation as a speaker.
- AHP requires that if you are an industry partner (consultant) that you co-present with a development professional and exhibit at and/or sponsor the conference.
- AHP does not allow sales pitches or self-promotion in their presentations. Content should be based upon a relevant topic, concept or idea, and not a product or service.

AHP Diversity Pledge

I Pledge: to embrace the diversity of all individuals; to respect attributes such as sex, gender identification, race, ethnicity, age, citizenship, marital status, sexual orientation, nationality, socioeconomic status, religion, physical ability, mental ability and expression. I understand and support the importance of inclusion, safety of expression, and respect for different points of view. I pledge to provide at all times an atmosphere in which students have space to share openly.

By signing below, you agree to the parameters of speaking with AHP. Please return this document to confirm your speaking session to: Email: speakers@ahp.org; Fax: 703-532-7170 or by mail.

I have read the above Speaker Policies and Release and Authorization and agree to the terms.

Printed Name: _____ Date: _____

Signature: _____

Social Media – Please provide us with your social media information so we can connect with you throughout the conference.

Facebook: _____ **Twitter:** _____

Please feel free to contact Oralia Mejia, Education Manager at speakers@ahp.org with any questions you may have. We look forward to your presentation in San Diego. Thank you for being a leader and volunteering your valuable time and efforts with AHP.