

**IMPORTANT DEADLINES (COMPLETE ON OR BEFORE):****Today:** Reserve hotel room (AHP special room rate deadline: April 16<sup>th</sup>)**February 19<sup>th</sup>:** Return speaker contract**February 23<sup>rd</sup>:** Register for conference (last day for early bird discount)**April 5<sup>th</sup>:** Submit biography and headshot**April 5<sup>th</sup>:** Submit AV Requirements**April 19<sup>th</sup>:** Submit presentations

The Association for Healthcare Philanthropy (AHP) is pleased that you have agreed to speak at the 2018 AHP Convene Canada, May 16 – May 18, 2018, at the Ottawa Marriot Hotel in Ottawa, ON. 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 available now at <http://www.ahp.org/convenecanada>. Register by **February 23<sup>rd</sup>** to get the early bird registration rate. Speakers are required to register for the conference if they plan on attending the full conference. Also, reserve your room early to receive the discount of \$235 CAD per night plus tax. You may call the Ottawa Marriot reservation hotline at (613) 238-1122 and ask for the AHP room block, or you can make your reservation online by visiting <https://aws.passkey.com/event/49485800/owner/8160/home>. AHP does not reimburse speakers for registration, travel or lodging fees.

**2. AV Requirements**

AHP will provide a laptop, LCD projector and screen; one (1) lavalier microphone and wireless mouse (clicker to forward slides); and podium with microphone 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 (including audio, internet connection), please email [speakers@ahp.org](mailto:speakers@ahp.org) by **April 5<sup>th</sup>**. 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 and photo to post on our website and for introductory purposes on site. Please email your bio and photo to [speakers@ahp.org](mailto:speakers@ahp.org) by **April 5<sup>th</sup>**.

**4. Presentations & Handouts**

Email your presentation (PowerPoint format) and any additional handouts to [speakers@ahp.org](mailto:speakers@ahp.org), by **April 19<sup>th</sup>**. 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 printable and 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 a 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 our website 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 75 copies of your presentation in the notes format for session attendees.**

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*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](mailto: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](mailto: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](mailto:speakers@ahp.org) with any questions you may have. We look forward to your presentation in Ottawa. Thank you for being a leader and volunteering your valuable time and efforts with AHP.