

IMPORTANT DEADLINES (COMPLETE ON OR BEFORE):

September 20: Reserve hotel room
August 23: Return speaker contract
August 30: Submit headshot
October 2: Register for conference
September 6: Submit AV Requirements
September 18: Submit presentations

The Association for Healthcare Philanthropy (AHP) is pleased that you have agreed to speak at the **2019 International Conference**, from **October 23-26, 2019**, at the **Washington Marriott Wardman Park, 2660 Woodley Rd NW, Washington, DC 20008**. 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 or fax.

1. Registration & Lodging

Registration information is available now at https://members.ahp.org/AHP/Events/Event_Display.aspx?EventKey=DC19. If you are planning to attend the full conference, register by **October 2** to get the special speaker discount rate of **\$529.00-member and \$879.00-non-member**. *Speakers are required to register for the conference if they plan on attending the full conference.*

Also, reserve your hotel room early to receive the discount of **\$267.00 Single/Double** per night plus tax. You may call Washington Marriott Wardman Park reservation hotline at **202-328-2000** and ask for the AHP room block, or you can make your reservation online by <https://book.passkey.com/gt/217281305?gtid=1e789b56aa29b5c2e01ce7b8135f5107>.

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 by **September 6, 2019**. 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 photo to post on our website and for introductory purposes on site. Please email photo to speakers@ahp.org by **August 30, 2019**. If you would like to update your biography from the one that was submitted in your proposal, please email to speakers@ahp.org by **August 30, 2019**.

4. Presentations & Handouts

Email your presentation (PowerPoint format) and any additional handouts to speakers@ahp.org, by **September 18, 2019**. ***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 presentation, 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 a copy to AHP so we can post it on the conference app 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/AHP Huddle 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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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. Note: AHP offers a discounted rate of 20% off the “early bird” registration for any speaker wishing to attend the conference outside of their presentation.
- 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. This professional should be listed as the primary speaker.
- AHP educational sessions are a non-commercial venue offering unbiased information to attendees. Sales pitches for products or services in the proposals are strictly prohibited and will be rejected immediately. In addition, during any/all educational sessions (in-person, online, etc.) speakers/presenters must not engage in any sort of sales activities during their session. Sales activity is reserved for the exhibit hall and for the numerous networking activities AHP provides.
- AHP, its representatives and employees reserve the rights to take photographs and/or videos of presenter/speaker(s) and their property to copyright, use and publish in print and/or electronically. Presenter/speaker(s) grants permission to AHP to use such photographs and/or videos without presenter/speaker(s) name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, email, social media, web content.

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 email speakers@ahp.org with any questions you may have.