

Preventive Medicine 2013
Speaker Materials Checklist and Notable Dates

	<p><u>Sessions Materials</u> As a speaker for <i>Preventive Medicine 2013</i>, you <u>must</u> submit the following:</p>
Nov. 1st, 2012	<input type="checkbox"/> Learning Objectives Three to five specific educational objectives stated in terms of what the learner will do differently as a result of having attended.
Nov. 1st, 2012	<input type="checkbox"/> Session Abstract Please submit a session abstract not exceeding 200 words (see abstract's guideline attached)
Nov. 1st, 2012	<input type="checkbox"/> Biography Please submit 1 paragraph biological sketch
Nov. 1st, 2012	<input type="checkbox"/> ACPM Speaker Forms Please sign and fax as soon as possible ACPM's financial disclosure form (per CME regulations) and the speaker release form so ACPM can arrange to record your session/s. All forms must be submitted it by Jan 1st, 2012
Jan. 2nd, 2013	<input type="checkbox"/> MOC Questions Three questions (and their answers) per hour of presentation time (see Item-writing Guidance, attached). These will help participants earn credit toward maintaining their Board certification.
Feb. 1st, 2013	<input type="checkbox"/> Presentation Slides Presentation slides and/or a detailed outline of your presentation, fully covering the topics you will present. Must adhere to ACCME Guidelines www.accme.org
ASAP	<input type="checkbox"/> Make Travel Arrangements Please make your air travel arrangements through Frosch/Portfolio Travel Agency at least 4 weeks prior to the conference. Also please make your hotel reservations by <u>January 19th, 2013</u> to get ACPM's discounted rate. See contact information below. For more details please review the speaker's policies.
May 1st, 2013	<input type="checkbox"/> Expense Reimbursement Form If you are not an ACPM member you are eligible for reimbursement. All expense reimbursements forms must be submitted it to ACPM by May 1 st , 2013. No reimbursements will be given after the deadline. For more details please review the speaker policies.

Please make your air travel arrangements through:
Portfolio Travel
Phone: 202-966-4111
Make your hotel reservations at:
Pointe Hilton Tapatio Cliffs Resort (conference hotel): Tel: 1-602-866-7500

Preventive Medicine 2013

ACPM Speaker Policies

1) Conference Registration

All speakers and moderators who would like to attend the full conference **must** register and pay the registration fee for the conference. Speakers and moderators receive a discount of \$100 off the registration fee.

2) Non-Paying, Speaker's Registration

If you are a speaker of an Educational Session but do not plan to attend the full conference, you qualify for a complimentary single-day registration. Complimentary one-day registration entitles a speaker to attend all sessions for that day without paying the registration fee.

3) Speaker Fees and Expenses

No compensation or honoraria will be provided to speakers, unless otherwise arranged. Speakers who are not ACPM members will be eligible for the following:

- 1) One roundtrip coach airfare purchased at least 4 weeks prior to the conference dates. Please note that airfare tickets that cost more than \$500 must be approved in advance by ACPM. Non approved tickets will only be reimbursed for up to \$500.
- 2) One night's lodging at the conference hotel (**room and tax only, incidentals are on your own e.g. long distance phone calls, internet, room service etc**). Speakers are required to make their own reservations at the **Pointe Hilton Tapatio Cliffs Resort** (ACPM's conference hotel) no later than **January 19, 2013** to get the discounted rate of **\$169**.
- 3) ACPM will reimburse for meals not provided during the conference at the government per diem rate.
- 4) Please note that speakers **must make their own travel arrangements. ACPM will not make travel arrangements for you.** Speakers who qualify for reimbursement must fill out the attached expense reimbursement form and mail it to ACPM by no later than **May 1st, 2013**. Any expense reimbursements received after the cut off date will not qualify for reimbursement.
- 5) ACPM will reimburse for ground transportation expenses (**rental cars are not eligible for reimbursement**)
- 6) ACPM members are responsible for all costs and arrangements relating to travel, accommodation and non-planned conference related meals unless otherwise specified by ACPM.

ACPM thanks all of its members that agree to present at ***Preventive Medicine 2013*** for their contribution.

Room Set Up & Audio-Visual Equipment: Unless otherwise specifically requested, rooms will be set up in classroom style. All meeting rooms will be supplied with a

notebook computer running Windows XP Professional and Microsoft Office 2003 (including Power Point), LCD projector, presentation remote control, projector cart, screen, and podium with microphone. Requests for additional audio-visual equipment must be communicated to ACPM no later than February 1st at hbarno@acpm.org. ACPM will make every effort to accommodate special requests for additional audio-visual equipment.

At the Conference: Onsite, you must check in at the Conference Registration desk. You must also allow 15 minutes to set up your meeting room, computer and presentation and distribute any conference materials. Any items left in the room will be removed by hotel staff at the end of the day, so please take all materials you wish to keep with you when leaving your session. Note that ACPM requires that you send your presentation in advance to expedite the set up process onsite. All presentations must be sent to ACPM by no later than **February 2nd, 2013**. Please send presentations to hbarno@acpm.org.

If you make any changes to your presentation after you have submitted it, please bring an updated copy **on CD or USB flash (thumb) drive** with you so ACPM staff can help you download it into the laptop. Please note that floppy disks will no longer be supported.

For questions please contact Haydee Barno, Director, Meetings and Education at hbarno@acpm.org.