

# AAPA SPEAKER GUIDELINES

- Speakers are asked to consult with the panel's moderator/facilitator concerning the session designs, the presentation topic, and amount of time allotted for the presentation.
- Speakers are requested to provide AAPA with a copy of their biography (approximately two paragraphs) and audio-visual requirements at least two weeks before the program.
- When several speakers on a panel are doing a PowerPoint presentation, we would like to try to eliminate the need for several computers at once, therefore **AAPA will provide a laptop for speakers**. To make sure that there are no problems with your presentation onsite, it is best to e-mail your presentation to the AAPA office at least one week before the program. If you are unable to send your presentation in advance, please **save your presentation on a CD Rom in PowerPoint format**. If you have any problems, please contact Jodi Gibson at the number below.
- Speakers should provide AAPA with a copy of their presentation at least one week before the program, preferably by e-mail to allow time for copies to be made. Alternatively, speakers are requested to bring an adequate number of copies for distribution at the program. Copies of speaker presentations will be posted on the AAPA web site.
- Speakers are expected to avoid making presentations that are clearly structured as a marketing strategy to promote their product(s) or services.
- A/V presentations should be prepared with a clear or dark background and a minimum 18-20 point font size to ensure legibility/visibility from all points in the meeting room.
- Speakers are invited and encouraged to attend the business sessions and luncheon the day of their presentation, as well as any social activities the night before and day of their presentation. If attending the full program, speakers are requested to pay the registration fee (non-member speakers may register at the member rate).
- All other expenses (travel, lodging, etc.) are borne by the individual, who is responsible for making his/her own hotel reservations.
- Speakers should plan to arrive at the meeting room at least 15 minutes before the panel begins to coordinate final details and to set up audiovisual requirements.
- **If you have any questions, please call Jodi Gibson at (703) 706-4717.**

**AAPA APPRECIATES YOUR PARTICIPATION  
IN THIS EDUCATION AND TRAINING PROGRAM!**