

## Preventive Medicine 2010

### 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 **HYATT REGENCY CRYSTAL CITY** (ACPM's conference hotel) no later than **January 26, 2010** to get the discounted rate of **\$179**.
- 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 1<sup>st</sup>, 2010**. 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 2010* 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 1<sup>st</sup> at [hbarno@acpm.org](mailto: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 **January 30th**. Please send presentations to [PM2010speakers@acpm.org](mailto:PM2010speakers@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 Events at [PM2010speakers@acpm.org](mailto:PM2010speakers@acpm.org)