

## SPEAKER REQUIREMENTS

All conference materials need to be uploaded on the EXCEL Conference website at [www.eetraininginstitute.eeoc.gov/EXCEL](http://www.eetraininginstitute.eeoc.gov/EXCEL)

### ▪ **Audio-Visual (AV) Requirements and Workshop Set-up**

- AV Requirements: The standard AV set-up at the EEOC EXCEL Conference for all plenary and concurrent breakout sessions includes an LCD/Data Projector with screen, computer, remote, laser pointer, and a wired microphone (lavaliere or tabletop/podium).
- Classroom Set-up - The rooms are set up as classroom with 2 per six foot table.
- **Only submit this information if you require additional AV equipment or a different classroom set-up. Must be received NLT Monday June 22, 2009.**

### ▪ **SPEAKER BIOGRAPHY** – Your biographical information is posted on this WEBSITE, printed in the Final Program and given to the moderator, who introduces the speakers/presenters. Biographies must be limited to 300 words or less in **12 point Tahoma** with the Name and Organization bolded. All information needs to be left justified. Photographs are optional. All biographical information due **NLT June 22, 2009.**

### ▪ **SPEAKER COPYRIGHT FORM** – All speakers are requested to submit materials for inclusion in the 2009 EXCEL Conference Attendee CD-ROM in PDF form. Consistent with copyright law (PL94-553), the publisher (EEOC Training Institute) must obtain from each presenter a specific written assignment of copyright for each presentation. Please provide permission to submit your materials in the conference materials. Please submit Copyright release **NLT June 22, 2009.**

### ▪ **Handouts and Slideshow Presentations** – All speakers materials must be submitted **NLT June 22** for inclusion in the conference materials and to be uploaded onto the system to distribute to attendees. All slideshow presentations will be preloaded onto the agency laptops prior to shipping the computers to New Orleans.

### ▪ **Speaker Forms**

- **ACH Form** – The ACH form is required for all speakers who will be reimbursed for travel and/or speaker fees.
- **W-9 Form** – EEOC requires a completed W-9 Form for any speaker payment.
- **Form 1376** – Louisiana State Tax Exempt form

**LEARNING OBJECTIVES AND COURSE DESCRIPTION GUIDELINES** – Please prepare a one page summary of your course description and learning objectives for your session. This information will be printed in the program materials and posted on the website. **Due NLT June 22, 2009.**

- **Learning Objectives** are used by potential registrants/attendees to determine which session(s) to attend and to plan their conference itinerary. Learning objectives are action statements describing what attendees will either learn or be able to do after attending your session, usually defined in terms of knowledge, skills, or attitudes. Learning Objectives and Course descriptions should be created in 11 point Tahoma.
- **Workshop Descriptions** will be posted on the website and will be printed in the conference brochure and other advertising materials for the conference. Workshop descriptions **should be limited to 50 words or less.**

