

**Society of Women Engineers
Speaker Agreement - Sample
WE18 Conference
Minneapolis Convention Center, Minneapolis, MN.**

LOGISTICS	
DEADLINES	<ul style="list-style-type: none"> • May 21, 2018 – If you plan on presenting, review the SWE Speaker Guide and submit the WE18 Acceptance Speaker Agreement by May 21, 2018. Any edits to your session details must also be made by this date into the Catalyst abstract management site. SWE reserves the right to make light copy edits to your session description and learning objectives. • August 1, 2018 – All <u>speaker</u> names, bios, etc. must be submitted into the Catalyst abstract management site for it to be included in the program guide. • September 15, 2018 – Speakers must register for WE18 by this date. Visit our website at https://we18.swe.org/ to register. • Week of September 24, 2018 – All speakers are required to complete the WE18 Speaker Training by the final week of September. Additional details are provided below. • October 1, 2018 – Final Presentation – Please submit a copy of your presentation and any handouts to the Catalyst abstract management site. To make your presentation and/or handouts available online for WE18 attendees to view (through the conference site and WE18 mobile app), content must be submitted by this date for SWE to upload it to the mobile app.
REGISTRATION	As a WE18 speaker, you will receive discounted registration: 50% discount from a full registration (enter the code SPEAK18 at registration), or full one-day registration for the day of presentation (enter the code SPEAKONE18 at registration).
TRAVEL & HOTELS	All speakers are responsible for securing their own travel and hotel accommodations. Housing is now open through the WE18 website . We ask that you support the Society of Women Engineers by blocking your hotel room within our approved hotels. Please go to the Hotel and Travel section of the WE18 website for more information.
SESSION DATE & LOCATION	<ul style="list-style-type: none"> • Preliminary date and time will be provided by July 15, 2018. • Final date, time, and location of your session will be provided by August 15, 2018.
REQUIRED SPEAKER TRAINING	<ul style="list-style-type: none"> • All speakers are required to complete an asynchronous speaker training (approximately 15 minutes). The purpose of the training is to outline the WE18 speaker expectations and best practices for successful sessions. The training will be available the first week of September and must be completed by the final week of September.
MEETING ROOMS & EQUIPMENT PROVIDED	<p>Session meeting rooms will be set theater style to accommodate at least 200 participants. Rooms will contain the following:</p> <ul style="list-style-type: none"> • Projector or Screen • (1) Lavalier and/or table microphones • (1) Laptop <p>Please plan on bringing your presentation on USB drive as well as providing it on the abstract management site. We cannot guarantee that there will be an internet connection; therefore, please do not plan on using the internet for your presentation.</p>



If you agree that the foregoing conforms to our entire understanding with respect to your participation in WE18, please complete the WE18 Acceptance Speaker Agreement by May 21, 2018.

SAMPLE