



2023 PRESENTER INFORMATION AND DUE DATES

SPEAKER DUE DATES AT-A-GLANCE:

April 15	Presenter agreement, bio, and headshot due
June 1	Register for the Convention & provide travel plans
June 15	Provide final learning objectives and 10-question quiz
August 1	First draft of slides due for review
September 15	Final version of slides due
September 20	Presenter prep call (7:00 PM ET)
September 28-30	IHS Convention & Expo
October 31	Article on your presentation topic

EVENT INFORMATION: 71st Annual IHS Convention & Expo
September 28-30, 2023
Renaissance Indian Wells/Palm Springs
www.ihsconvention.org

IHS CONTACT: Sierra Sharpe, Director of Professional Development.
Phone: (734) 522-7200 x115. Email: ssharpe@ihsinfo.org

SPEAKER AGREEMENT: If chosen to present, you will receive a Speaker Agreement from IHS. This must be signed and returned to IHS no later than April 15 to confirm your participation.

BIO & HEADSHOT: Confirmed speakers should send their bio and headshot to IHS along with their signed Speaker Agreement, on or before April 15.

CONTINUING EDUCATION REQUIREMENTS: IHS Convention & Expo attendees rely on the ability to receive continuing education credit from the event. IHS applies for CE credit from a variety of oversight bodies, which require the items listed below. Confirmed speakers are asked to help us help our attendees by submitting the following no later than June 15:

- **Learning Objectives:** Identify three key points describing what attendees will learn from your presentation. Learning objectives should finish the sentence, "At the end of this session, attendees will be able to..."
- **10-Question Quiz:** Provide a 10-question quiz that will be used to demonstrate the attendees' attainment of the learning objectives. Questions may be a mix of multiple choice and true/false.

POWERPOINT SLIDES: Confirmed speakers must submit a first draft of their slides to IHS on or before August 1. IHS will review the slides and provide any applicable feedback. The final slides, along with any audio or video files, are due to IHS by September 15.

- IHS will provide a branded slide template to all confirmed speakers once the signed Speaker Agreement is returned.
- Slides will be pre-loaded onto a laptop in the session room during the event.



- IHS will not provide handouts of slides during the session. IHS will convert the slides to PDF to share with Convention attendees following the event.

PRESENTER PREP CALL: Confirmed speakers are asked to participate in a 30-minute prep call that will cover a map of the hotel, A/V details, and provide an opportunity to ask questions. Calendar invitations will be sent to confirmed speakers for this call on September 20, 7:00 PM ET.

ARTICLE: All Convention & Expo speakers are asked to submit an article for consideration to *The Hearing Professional*, IHS' quarterly magazine. Submission of an article does not guarantee acceptance.

SPEAKER DUE DATES AT-A-GLANCE:	
April 15	Presenter agreement, bio, and headshot due
June 1	Register for the Convention & provide travel plans
June 15	Provide final learning objectives and 10-question quiz
August 1	First draft of slides due for review
September 15	Final version of slides due
September 20	Presenter prep call (7:00 PM ET)
September 28-30	IHS Convention & Expo
October 31	Article on your presentation topic

With questions, contact Sierra Sharpe, Director of Professional Development at (734) 522-7200 x115 or ssharpe@ihsinfo.org.