



IAITAM 2008 Annual Conference & Exhibition

October 15-17, 2008 – Marco Island Resort & Spa, Marco Island, FL

Speaker Proposal Form - To be submitted by February 15, 2008

Thank you for your interest in speaking at the IAITAM 2008 Annual Conference and Exposition October 15-17, 2008. IAITAM has modified the speaker selection process for 2008. Submitting this form does not ensure your acceptance as a speaker. We invite you to submit the completed form below to demonstrate your interest and to identify the topic area that you would like to present. In order to be considered, all fields must be completed including a brief abstract of your topic.

IAITAM will review all requests and contact you to discuss the topic no later than March 15, 2008. A formal confirmation will be sent out to all accepted speakers no later than April 15, 2008. A reply to the confirmation will be required by April 30, 2008.

Additional Speakers will be formally invited to participate by IAITAM on or before March 15, 2008

Please note—new track assignments for 2008! IAITAM will determine the audience experience level and track placement for all speakers

- **Track 1 Best Practices and Process (Mixed Provider, IAITAM, Fellows and Members)**
- **Track 2 Case Studies (Real Life Scenarios)**
- **Track 3 Product and Services (Provider Track)**

Accepted speakers will have their conference fee waived as a thank you from IAITAM. Speaker is responsible for all other expenses, including pre-conference training and lodging accommodations. More details will be provided on the confirmation notification.

The completed form can be faxed to IAITAM at +1.330.628.3289 or sent via email to info@aitam.org. **ALL presentations must be educational in nature. Please note that due to numerous requests, Track 3—Product & Services will be available to showcase Provider Member products and services only.**

Name: _____

Phone: _____

Title: _____

Company: _____

Fax: _____

Street Address: _____

Email: _____

Street Address: _____

City, State, Zip (Country Code): _____

I would like to present on this topic: _____

Please provide a 100 word abstract describing your topic choice:



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Important Dates and Deliverables

Please use this table below as a guide to the conference required due dates and components. Speakers missing deadlines are subject to replacement.

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- **Track 1 Best Practices and Process (Mixed Provider, IAITAM, Fellows and Members)**
- **Track 2 Case Studies (Real Life Scenarios)**
- **Track 3 Product and Services (Provider Track)**

Description	Due Date	Notes
Early Speaker Proposal forms ac-	Present – February 15, 2008	
IAITAM Confirmation Notification to Speaker with Speaker Acceptance form	February 15 – March 15, 2008	Topic, title and track will be on the confirmation notification. The thank you of waived conference fee will be on this
Speaker Acceptance form, with signature, session title, short description	March 31 – April 15, 2008	
Speaker Biography (100 word max)	April 15- June 15, 2008	Bio should include your title, company, brief description of your current position, other experience in the ITAM industry and education details. This bio will be printed in the conference pro-
Presentation (PowerPoint file) on IAITAM template background	July 31, 2008	IAITAM template will include special color for track assignment. Your company name may be noted in the footer