

IAITAM 2012 Annual Conference & Exhibition  
October 17-19, 2012  
Rancho Las Palmas Resort  
Palm Springs, California USA



*Speaker Proposal Form - To be submitted by February 15, 2012*

Thank you for your interest in speaking at the IAITAM 2012 ACE October 17-19, 2012. IAITAM invites 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 if needed no later than March 15, 2012. A formal confirmation will be sent out to all accepted speakers. An acceptance reply to the confirmation will be required by March 30, 2012. **Additional Speakers if needed will be formally invited to participate by IAITAM.**

Presenter warrants to conference organizer that all parts of the Biography, the Presentation, and the Documentation which are presented as factual in nature and accurate, and that the Biography, the Presentation and the Documentation will not wrongfully disclose confidential information or otherwise violate the legal rights of any third party.

Presenter does not own any copyright in templates or graphics provided by conference organizer, or other materials not created by the presenter. Presentation content copyright is assigned to the presenter and presenter grants IAITAM distribution and republication rights of the presentation and other conference materials for purposes of the IAITAM 2012 ACE. Speakers are not permitted to display copyright statements on presentations or other conference materials.

**IAITAM will determine the audience experience level and track placement for all speakers.**

- ✓ All presentations are to be educational in nature and those with a focus on product sales will be rejected
- ✓ All presentations are to pertain to the IT Asset Management field
- ✓ Real world experiences and case studies are preferred

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 [conference@iaitam.org](mailto:conference@iaitam.org).

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Fax: \_\_\_\_\_

Company: \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State: \_\_\_\_\_

Street Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Country : \_\_\_\_\_

Session Title: \_\_\_\_\_

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**

Description	Deadline
Early Speaker Proposal Forms Submission	Present – February 15, 2012
IAITAM Confirmation Notification to Speaker with Speaker Acceptance Form Title and overview will be on the confirmation notification as well the thank you with waived conference fee.	March 15, 2012
Speaker Confirmation Response to Acceptance Notification Due	March 15 – March 30, 2012
Speaker Biography Submitted Bio ( <b>100 word max</b> ) 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 program.	April 15- June 15, 2012
Speaker Photo Submitted This photo should be in a standard graphic high-resolution format and will be printed in the conference program.	April 15- June 15, 2012
Session Deliverables Questionnaire Submitted Questionnaire to be completed on what attendees will take away from your session.	April 15- June 15, 2012
Travel Reservations Completed When making your travel arrangements, please keep in mind that the Conference kicks off Tuesday evening, October 16th at 6:00pm at the Rancho Las Palmas Resort. <b><i>Be sure to mention the IAITAM 2012 Annual Conference when making reservations.</i></b>	July 1, 2012
ITAK Article Submitted Article must be educational in nature and accompanied by an ITAM Author Submission Form.	July 15, 2012
Presentation Submitted ALL presentations are to be submitted on the IAITAM 2012 Annual Conference & Exhibition PowerPoint Template, educational in nature and void of any type of sales.	August 1, 2012
Conference Materials go to Print <b><i>No changes of any kind accepted beyond this point.</i></b>	August 15, 2012