

**IAITAM 2010 Annual Conference & Exhibition
October 20-22, 2010
Nashville Renaissance and Convention Center
Nashville Tennessee**



Speaker Proposal Form - To be submitted by February 15, 2010

Thank you for your interest in speaking at the IAITAM 2010 Annual Conference and Exposition October 20-22, 2010. 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 no later than March 15, 2010. A formal confirmation will be sent out to all accepted speakers no later than April 15, 2010. An acceptance reply to the confirmation will be required by April 30, 2010. **Additional Speakers if needed will be formally invited to participate by IAITAM on or before March 15, 2010.**

Presenter warrants to conference organizer that all parts of the Biography, the Presentation, and the Documentation which are presented as factual in nature are 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 2010 Annual Conference & Exhibition. 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.

Name: _____ Phone: _____

Title: _____ Fax: _____

Company: _____ Email: _____

Street Address: _____ City, State: _____

Street Address: _____ Postal Code: _____

Country : _____

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.

Description	Due Date	Notes
Early Speaker Proposal forms accepted	Present – February 15, 2010	IAITAM
IAITAM Confirmation Notification to Speaker with Speaker Acceptance form	February 15 – March 15, 2010	Topic, title and track will be on the confirmation notification. The thank you and waived conference fee will be on this document.
Speaker Acceptance form, with signature, session title, short description due (50-100 words)	March 31 – April 15, 2010	IAITAM
Speaker Biography (100 word max)	April 15- June 1, 2010	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 program.
Speaker Photo	April 15- June 1, 2010	This photo will be printed in the conference program.
Presentation (PowerPoint file) on IAITAM template background	July 15, 2010	IAITAM template will include IAITAM logo. Your company logo may be noted in the footer opposite IAITAM's on each slide. No other details of the Master Slide Layout may be modified. Only IAITAM's format for slide presentations will be accepted. All other will be returned or modified to conform with the IAITAM provided format.