



SAN FRANCISCO 2018

Call for Presenters

INSTRUCTIONS:

1. Please complete the application in its entirety. Incomplete applications will not be accepted

All information pertaining to this session will be communicated to the email address of the primary presenter only. The primary presenter will be responsible for communicating session information to SEIP as well as to his or her co-presenter(s). Information in all printed conference materials will appear exactly as provided on this application. Please check the spelling of all relevant titles, academic degrees, and professional designations. Should your submission be selected, SEIP will contact you via email.

I. Presenter Information

Full Name:			
Company Name:			
Professionals & Academic Designations:			
Address:		Title:	
City:	State:	Zip Code:	Phone:
Phone Number:	Email:		

II. Session Information

1. Session Title:
2. Session Overview: (Please describe content as well as method of delivery for your presentation, e.g., case study review, interactive, claims scenarios)

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3. Session Summary

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4. Learning Objectives: Please Submit 3

III. Audiovisual Requirements

5. Each Session room will be set with a podium, laptop, LCD projector, screen, and microphone

Do you require the following?

- Flip charts and markers
- Additional wired lavalier microphone
- Other

V. Acknowledgement and Acceptance of Terms and Conditions

As the primary presenter for this proposed session, I have thoroughly read the submission guidelines, selection criteria, and terms for speaker compensation, and I understand and agree that I will be responsible for communicating in a timely manner with SEIP staff and any co-presenter (s) regarding information about my session.

If my submission is selected, I understand and give my permission that:

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- The SEIP Annual Conference Committee has final determination of learning sessions. Each concurrent learning session will last 45 minutes with Q&A.
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- I am responsible for adhering to the Call for Presentations deadlines and the guidelines for submission outlined in this document. If I fail to do so, the SEIP Annual Conference Committee reserves the right to remove my session from the conference program.
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- I am responsible for submitting presentation materials on SEIP Executive Summit PowerPoint template and handouts prior to the conference for inclusion on the Annual Conference website. **All presentation materials are due by Wednesday, May 30th, 2018.**
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- SEIP will not produce any handouts past the date of May 30th, 2018. I am responsible for preparing handout material for my session attendees.
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- I understand that my learning session is not a showcase for promotion of my business, practice, or product. As SEIP programs are noncommercial forums, the direct promotion of products and services is prohibited.
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- This session may be video or audio taped for the purpose of selling the recording at a later time and/or to offer on the SEIPPro.org website.
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- I am responsible for obtaining permission to reproduce my handouts if copyrighted by an organization other than SEIP.
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- I must refrain from overt statements, harsh language, or pointed humor that disparages the rightful dignity and social equity of any individual or group.
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- The primary presenter and co-presenter(s) (if applicable) will NOT receive an honorarium and will NOT have expenses reimbursed.
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- Only the primary speaker will receive one complimentary conference registration per presentation. SEIP will automatically register the primary speaker for the conference.
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- Should your session have co-presenters, they will need to register themselves for the conference if they plan to attend sessions/general session and/or networking receptions.
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- I understand that the press may be present during my session.
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- I understand that I will NOT receive a copy of this submission.

6. I agree with the terms and conditions outlined in this Call for Presentations.

In the event of a cancellation, I will notify SEIP in a timely manner.

Yes, I agree No Comments or concerns:

VIII. Confirmation

Congratulations! You have completed the Call for Presentations for the SEIP 2018 in San Francisco, CA

Please Note IMPORTANT DATES!

October 18th, 2017 – Submissions Due

January 8th, 2018 – Selected Presenters notified via email

Wednesday May 30th, 2018 – PowerPoint Presentation (and any applicable materials) due via email to Dybdahl@seipro.org

If you have any questions regarding the submission process, please email Dybdahl@seipro.org

Thank you,

Vice President of The Society of Environmental Insurance Professionals



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