American Association of Pathologists' Assistants
40th Annual Continuing Education Conference

KEYNOTE SPEAKER FORMS

AAPA SPEAKER LETTER OF AGREEMENT

1. I agree to participate as the Keynote Speaker for the 40th Annual American Association of Pathologists' Assistants (AAPA) Continuing Education Conference at the times and dates I am directed.
2. I agree to keep my presentations to a **minimum** of 50 minutes, but no more than 60 minutes to keep the conference on schedule and comply with CME requirements.
3. I agree to present the lectures I am assigned and agree to speak to the title and topic information as specified.
4. I agree to comply with all program-related deadlines provided to me by the AAPA, including, but not limited to, deadlines for handouts, AV requests, etc.
5. During my presentations, I will not engage in any type of promotional marketing or selling of any product or service, and I will not disparage AAPA in any way.
6. I agree to notify AAPA's event organization or the speaker recruiter immediately in the event that an emergency should prevent me from meeting my obligations as a speaker.
7. I agree to follow the AAPA presentation style guidelines (see last page) and will have my presentation in a PowerPoint file format (.pptx).
8. I grant the AAPA a nonexclusive license to use, reproduce and/or distribute to program attendees any and all handout materials that I provide to supplement my presentations. I understand this license does not prohibit me from using my handout materials in the future in my own professional or personal work.
9. To the best of my knowledge, my presentations do not violate any proprietary or personal rights of others (including any copyright, trademark and privacy rights), are factually accurate, and contain nothing defamatory or otherwise unlawful. I have the full authority to enter into this agreement and have obtained all necessary permissions or licenses from any individuals or organizations whose material is included or used in my presentations.
10. I authorize AAPA to use my name, likeness, photograph and biographical data in connection with the use and promotion of this program.
11. I hereby indemnify and hold the AAPA harmless from and against any and all claims, expenses (including reasonable attorney's fees), and liability whatsoever arising, directly or indirectly, out of my actions or inaction at, or participation in, the conference (including but not limited to any injury or damage which I may suffer as a result of my participation in the conference).
12. I agree to reimbursement of my travel related expenses including, airfare and ground transportation. I understand that a sleeping room will be booked for me at the Waldorf = Astoria with check in the day prior to my first presentation and check out the day of my last presentation. I understand a $2500 honorarium will be given for my time.

By signing this Speaker Letter of Agreement, and based on mutual consideration, I understand and agree to the above terms and conditions.

_____ _____
Speaker Signature Date

_____
Please print

Please print and sign this Speaker Letter of Agreement page and return by fax to 651.317.8048 or scan and return by email to info@pathassist.org.

Return forms to info@pathassist.org or fax to 651.317.8048

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AAPA VIDEO PERMISSION AGREEMENT

All lecture speakers are required to sign this form to participate in our conference.

1. I provide consent for AAPA to record my presentation(s) in audio and/or visual form.

2. I understand that AAPA will be the sole copyright owner of the recording and can distribute and sell it, along with any supporting materials I have given the AAPA for use.

3. I understand that AAPA will include this recording in its continuing medical education library, which is available to both members and non-members at a nominal cost to cover the cost of creation and distribution. No royalties will be paid to me for these sales.

4. I understand that I maintain 'intellectual property' copyrights to my **original** presentation, and it is my responsibility to obtain such copyright.

5. Upon request, AAPA will provide me with one complimentary copy of the recording; however, I agree not to sell, distribute, stream over the Web, or otherwise use the recording in any way other than for my personal, archival use, except with the prior written consent of AAPA. If additional copies are requested for non-CME purposes, they will be offered at the reduced member rate.

By signing this Video Permission Agreement, and based on mutual consideration, I understand and agree to the above terms and conditions.

_____ _____
Speaker Signature Date

_____
Please print

Please print and sign this Video Permission Agreement page and return by fax to 651.317.8048 or scan and return by email to info@pathassist.org.

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AAPA Lecture AV Setup and Presentation Guidelines

The American Association of Pathologists' Assistants (AAPA) Information & Technology (IT) Committee is committed to providing guest speakers and conference attendees with a professional, educational and enjoyable conference experience. To achieve this goal, the IT Committee would like to inform you of the basic site setup and give some basic presentation guidelines to follow.

Basic Lecture Site Setup

The conference locations have been scouted by members of the AAPA Conference and IT Committees and have been chosen based on the location's ability to meet the AAPA's conference requirements. Our typical AV setup is as follows:

1. The Main lecture hall will have a central stage, which will be given a height suitable for the lecture hall and give the audience a good view of the guest speaker.
2. There will be a minimum of 2 - 12' x 9' projection screens. These screens are placed to the right and left of the center stage. IMPORTANT NOTE: Due to the placement of the screens and videotaping, laser pointers CANNOT be used. The best pointer is simply the mouse arrow. See #6 below.
3. A podium will be available on the stage if the guest speaker would like it.
4. There will be a convenience monitor (minimum of 42" LCD or Plasma) in front of the stage. This monitor is for the guest speaker to view his or her presentation without the need to look at the side screens.
5. There is a central "AV/Sound booth" located toward the back of the room. This is the central location where all the AV is controlled, including your PowerPoint presentation. You and your presentation will, unless otherwise instructed, be recorded. To do this, your PowerPoint presentation is digitally captured in real-time to maintain accurate timing and synchronization with the other video.
6. The AAPA will provide a computer to run your PowerPoint presentation (located at the AV Sound Booth). A wireless remote or mouse with a 100' or greater range is provided to run your presentation from the center stage. This could be an "air mouse", touch pad or regular mouse. This allows you, the guest speaker, to use the on screen arrow mouse as a pointing device. IMPORTANT NOTE: You will be instructed on the operation of these devices before your lecture. If you would like additional time to practice with the remote and setup, arrangements can be made. Please contact the event organizer or speaker recruiter for assistance.
7. A discreet wireless, head-set microphone is used. The podium will also have a backup wired microphone in case of failure. The AV Audio specialist will give further instruction before the presentation.
8. If needed, a laptop computer will be available for you to preview, practice or edit your presentation. However, the laptop will only be available one (1) hour before your scheduled presentation. If you would like this option, please contact the event organizer or speaker recruiter.

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Basic Presentation Guidelines

1. All presentations must be presented to the AV presentation specialist as a PowerPoint file (.pptx). If you used another program to create your presentation, please make sure to save a current copy as a MS PowerPoint (2007 or 2009) file (.pptx).
2. Please have the presentation on a USB Flash drive. If no USB Flash drive is available, please contact the event organizer or speaker recruiter for further assistance.
3. Be sure the colors of the background are suitable for digital projection and that text colors can be seen well on the background color. Presentation templates will typically do this for you. If you would like an AAPA standard template, contact the event organizer.
4. Make sure the text on the slide is large enough. We do our best to provide a large projection for your presentation; however, some audience members could be 50 feet from the screens making small type difficult to see.
5. Try to limit the number of different font types.
6. Limit slide transitions and lots of text animation. The laptop computer used to run the presentation is high quality; however, lots of text animation and transitions can slow down even the fastest computer systems.
7. Make sure any images you use are clear and high resolution.
8. You may use embedded arrows, pointers or other highlighting features to point out specific slide details. This is recommended because pointing with another device is sometimes difficult to see from the back of the room.
9. If video, animation, or other special software applications are needed, please contact the event organizer or speaker recruiter for further assistance.

The Information & Technology Committee would like to thank you for your participation in the AAPA Continuing Education Conference.

Ryan Schniederjan
Information & Technology Committee Chair