



2022 Carolina Regional Conference

Speaker Agreement and Session Requirements



2022 Carolina Regional Conference Speaker Agreement and Conference Requirements

Dear Potential Speaker,
Thank you for expressing interest in being a facilitator at the 2022 Carolina Regional Conference (CRC) to be held Thursday, December 1, 2022 in Greensboro, North Carolina.

Enclosed is information specific to your role as a conference speaker. All required forms are included in this speaker kit. Adhering to the deadlines below will ensure that there is sufficient time for us to coordinate with you.

FORMS TO BE COMPLETED

Signed Speaker (Facilitator) Agreement	Due: August 31
Speaker Session Information	Due: August 31
Presentation Equipment Request Form	Due: October 01
Handout Reproduction and Authorization Form	Due: October 01
Handout files	Due: October 01

Please keep a copy of all completed forms for your reference.

LOCATION

All conference activities will take place at the Embassy Suites by Hilton Greensboro-Airport, 204 Centreport Drive, Greensboro, NC, 27409.

REGISTRATION

You will be automatically registered for the event. Please make sure we have your name and company name so we can ensure that your name badge is printed correctly and to your preference.

HOTEL ACCOMMODATIONS

While there are several hotels near the Embassy Suites, we have reserved a block of rooms at the Embassy Suites. Please reference the 2022 Carolina Regional Conference when making your reservation. Link to the hotel website is below. Please let us know if you experience any difficulties.

Embassy Suites by Hilton Greensboro-Airport

204 Centreport Drive
Greensboro, NC 27409
Phone: 336-668-4535

[Embassy Suites by Hilton Greensboro- Airport](#)

Please review the rest of this speaker package in detail. Most of your questions will be answered in the information below. Please contact us should you have any additional questions.

Best regards,

Carolina Regional Conference (CRC) Planning Committee
atdcarolina1@gmail.com

2022 Carolina Regional Conference CONFERENCE OBJECTIVE AND SPEAKER REQUIREMENTS

Conference Objective

The objective of the conference is to provide Human Resource and Talent and Development Professionals with a strategic and concentrated opportunity for professional development and networking to equip themselves with tools and relationships for the emerging and future needs of talent development now. Our three training tracks - Personal, Professional and Organizational - references the ATD Capability Model of building personal, developing professional and impacting organizational capabilities.

Sessions will be 60 minutes in length and you should dedicate a portion of the presentation to some participant interaction, including a time for questions and answers.

Conference Theme

The theme for the 2022 Carolina Regional Conference (CRC) is, **Future Ready Now!**

Facilitator Requirements

- Apply adult learning theory in all phases of your session.
- Provide each participant with at least one tangible tool or take-away item.
- Refrain from selling from the podium.
- Use professional standards for presentation skills and tools/technology.
- Encourage interaction during your session.

Lunch Request:

A buffet lunch, with a vegetarian option, will be served. Please select your lunch preference below.

- Regular buffet
- Vegetarian

2022 Carolina Regional Conference SPEAKER AGREEMENT

I, _____, will present at the 2022 Carolina Regional Conference to be held in Greensboro, North Carolina on December 1, 2022.

I will facilitate the following –

SESSION TITLE: _____ (Please enter your session title)

HOW IT SUPPORTS THE CONFERENCE THEME OF: FUTURE READY NOW!

_____ (Please explain how your topic supports the theme of the conference.)

I understand that by signing and returning this agreement, I make a commitment to fulfill the role of speaker by delivering my session.

If for any reason I am unable to attend the conference and fulfill my responsibility as a speaker, I agree to notify Carolina Regional Conference **immediately** and, if possible, secure an appropriate substitute who can deliver the session. The Carolina Regional Conference reserves the right to accept or decline the proffered substitute.

I irrevocably authorize the Carolina Regional Conference to create, edit, copy, exhibit, publish or distribute photos or videos for this event or for any other related, lawful purpose. In addition, I waive the right to inspect or approve the finished product, including written or electronic copy, wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of photos taken or videos recorded.

I further understand that by reading and checking the items below, and signing and returning this document, I agree to meet all deadlines for submission of forms, handout files, registration information, and other information required by Carolina Regional Conference, including these steps:

- Read the **Speaker Kit thoroughly**
Read, sign, and return the **Speaker Agreement**
- Provide **session title, description, speaker bio, and speaker(s) picture(s)**
- Submit the **forms included** by **due dates specified**
- Read the **handout guidelines** and adhere to **specified criteria**
- Submit **an electronic photo of the speaker**
- Submit **electronic handouts file by October 01, 2022**

I also understand that I will need to turn in appropriate expenses no later than 7 calendar days after the event. Any expenses must be discussed with the CRC committee before they are purchased.

Signature: _____ Date: _____
(Typing speaker name above constitutes a signature)

Please complete, sign, and email to: CRC Planning Committee at atdcarolina1@gmail.com

Due Date: August 31, 2022

2022 Carolina Regional Conference SPEAKER SESSION INFORMATION

Please provide speaker name(s), session title, session description, speaker bio(s) and speaker(s) picture(s). Portions of this information will appear on the 2022 Carolina Regional Conference website in the conference guide.

This information must be provided via email to: atdcarolina1@gmail.com

Due Date: August 31, 2022

Speaker Name, Speaker Title, and Company Name:

Session Title: _____

Session Description (150 words maximum): _____

Session Learning Objectives (minimum of 3, maximum of 5):

LO 1: _____

LO 2: _____

LO 3: _____

LO 4: _____

Speaker Bio (150 words maximum): _____

Describe how your session will support one of the areas of the ATD Capability Model - Organizational, Professional, Personal. <https://capability.td.org/#/> (150 words maximum):

Also:

- **Attach an electronic picture(s) of the speaker(s) to this information form.**

Please complete, sign, and email to: CRC Planning Committee at atdcarolina1@gmail.com

Due Date: August 31, 2022

Please remember to attach electronic versions of your speaker pictures.

PRESENTATION EQUIPMENT REQUEST FORM

STANDARD SESSION ROOM EQUIPMENT:

- One projection screen
- One LCD Projector (for projection of computer data and/or video)
- One wireless microphone

*Computers are **not** provided.* If your presentation requires you to use a computer, please bring your laptop with you. For the most part, all equipment will be set to allow operation from the head table. Some rooms may have a different configuration.

Internet access is provided. Wireless internet access is available at the Embassy Suites Hotel.

Speaker Name: _____

Session Title: _____

- I will bring the following equipment for my session (please provide brand, model, graphics card, and projection required for laptop computers). **Please Note: if you are bringing a Mac you will need to provide the necessary cabling to use the overhead projector.**

- I would like Carolina Regional Conference to supply the following equipment not listed above. Carolina Regional Conference cannot guarantee availability of additional equipment requested, but will make all attempts to do so. You will be contacted if we are unable to accommodate your request. You will be notified of availability and cost if applicable. **Please Note: If you should require any additional equipment once on-site, you will be responsible for the cost of that equipment.**

- List any special requirements for any physical limitation(s) you would need the Carolina Regional Conference to accommodate (please be specific).

Our audiovisual equipment suppliers may contact you prior to the conference to confirm your requests. Please let us know of arrangements for set-up of any personal equipment that must be done on-site.

Signature: _____ Date: _____
(Typing speaker name above constitutes a signature)

Please complete, sign, and email to: CRC Planning Committee at atdcarolina1@gmail.com
Due Date: August 31, 2022

HANDOUT REPRODUCTION AND AUTHORIZATION FORM

NOTE: PLEASE DO NOT SEND HANDOUT FILES THAT YOU DO NOT WISH TO BE INCLUDED ON THE 2022 CAROLINA REGIONAL CONFERENCE WEBSITE.

Based on evaluations at similar conferences, we require facilitators to provide electronic handout(s) to accompany their presentations. In order to help you receive excellent ratings for your session and handouts, we will work with you to see that your handouts meet the expectations of 2022 Carolina Regional Conference participants. Carolina Regional Conference staff will review the handouts you submit with this form.

Handout files should be no larger than 15MB per session. If there is more than one facilitator for your session, please coordinate with your co-facilitators and jointly submit one handout file no larger than 15MB. Handout files will be uploaded to a 2022 ATD Carolina Regional Conference webpage so that conference attendees can download and copy to their personal computers or flash drives.

HANDOUT FILES

Printed handouts will not be provided to attendees onsite. If you feel that printed handouts are crucial to the success of your session, you should plan to print copies in advance. Contact the CRC Planning Committee at atdcarolina1@gmail.com to get information about your room size and expected attendance in order to determine the number of handouts you may need to provide.

Facilitator Name(s): _____

Session Title: _____

- I have read and, to the best of my knowledge, followed the session handout production guidelines provided in the Speaker Kit.
- I have ensured that my handout file meets the Carolina Regional Conference production guidelines for content, format, length, and copyright. I now grant Carolina Regional Conference and its designated providers the permission to reproduce my handout material on a royalty-free basis in the following manner: Provide participants a link to the 2022 Carolina Regional Conference website.

I hereby grant to Carolina Regional Conference a non-exclusive, perpetual, irrevocable, royalty-free license, and release to exercise all rights to whatever kind or nature now or hereafter protected by the Copyright Laws of the United States of America and all foreign countries in and to my handouts, pursuant to the Copyright License and Release form I am submitting to Carolina Regional Conference with this Handout Reproduction Authorization Form.

Signature: _____ Date: _____
(Typing speaker(s) name above constitutes a signature)

Please remember to attach an electronic copy of your proposed handouts.

Please complete and email to: CRC Planning Committee at atdcarolina1@gmail.com

Due Date: August 31, 2022