On behalf of the Iowa Employment Conference, thank you for agreeing to speak at the 2017 IEC Fall Conference. Please review the information below. If you have additional questions not addressed on this page, please contact Nan Boland at 515-331-9020 or nan@hirequalitysolutions.com.

IMPORTANT DUE DATES	
Bio / Photo	June 30, 2017
Presentation Description	June 30, 2017
Presentation	August 18, 2017

Please submit all materials to Nan Boland at nan@hirequalitysolutions.com.

Conference Registration
- As a speaker at the Iowa Employment Conference, we welcome you to attend any of the sessions.
- Please check in at the registration table 30 minutes prior to your speaking time. You will receive a name badge and directions on where your session is located.

Speaker Bio / Photo
- Please submit your bio in Microsoft Word format, between 100-200 words.
- Please submit the best quality portrait available. Preferred image requirements are: 300 dpi, minimum size 1″x 1.5″, JPEG format. Please note: Photos taken from your website or with a screen capture tool (i.e. Greenshot) are generally not usable or will result in poor print quality.

Speaker Presentations
- Speakers must provide a presentation title and description **including 3-4 bullet points** of what attendees will learn. (Up to 100 words.) **The 3-4 bullet points are required as they are used to submit for continuing education credits.**
- Presentations must be 75 minutes in length. (60 minutes for the presentation, 15 minutes for Q&A) in order for the attendees to received continuing education credits.
- Speakers must provide their presentation to IEC electronically as a .ppt or .pptx file and agree to posting as PDF handouts to the secure and password protected, IEC website. We will post all handouts online (password protected) in advance of the conference for attendees to download and print. Please name your file with the presenter's last name and first initial (e.g., Doe J.) and your session name.
- If your presentation includes a video, download the video and store it to your laptop. Then embed it into your PowerPoint presentation. Please do not plan to use the internet at Prairie Meadows as it is a public network and will not work sufficiently.
- Be sure to bring an electronic backup of all handouts, materials, and PowerPoint presentations on flash drive to the conference.
- Speakers shall <u>NOT</u> present a session that is designed to sell or promote their business or product.

Audiovisual Information
- A laptop, projector, screen, lectern and microphone are provided in each room.
- If you require additional audiovisual equipment, please indicate it on your Speaker Registration Form.
- There will be audiovisual assistance throughout the conference.

Hotel/Travel Information
- You are responsible for your own hotel reservations and travel expenses. Please contact Prairie Meadows for additional information.