

PASHRM Speaker Responsibilities

1. Provide biography / resume / CV to the Programs Chair at least two months prior to the presentation so that continuing education may be awarded to members.
2. Complete and return the Disclosure of Conflicts form. A member of the Programs Committee will disclose any conflicts at the initial opening of the presentation when you are introduced.
3. Acknowledge receipt of the Speaker Reimbursement Policy when accepting the invitation to speak.
4. Complete the presentation description / outline and provide at least three goals / objectives of the presentation along with an electronic copy of the presentation to the Programs Chair at least one month prior to the presentation so that continuing education may be awarded to members.
5. Provide a brief biography / description to be used when introducing you at the beginning of the presentation.
6. Complete the audiovisual needs form describing your requirements.
7. Send your final presentation by e-mail at least five days in advance to the Programs Committee Member (your contact person at PASHRM).
8. Bring your presentation with you on a CD or jump drive.
9. Arrive at least 20 minutes prior to become familiar with the equipment and set up. Directions to ECRI Institute can be found at www.ecri.org and www.pashrm.net.
10. PASHRM can e mail the presentation to the membership if provided within the time frame noted above. If you want the audience to have paper handouts, or if the final presentation cannot be provided in time, please bring 30 paper copies with you to hand out. (There will not be copying provisions on-site on the day of the program.)
11. Let someone on the Programs Committee know if PASHRM may post a copy of your presentation / handouts on the member's only side of our website.
12. If you are unable to present after confirming commitment, we request that you arrange for another speaker to take your place, if at all possible. If not, please provide PASHRM as much notice as possible to arrange for a different presentation.

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