

Speaker Guidelines

Registration Information

You will receive complimentary registration to attend education sessions on the day you are presenting. Instructions for complimentary one day registration will be sent in March and you must register prior to **April 26, 2021**.

Host Hotel

To make hotel reservations at the Conrad Indianapolis, call (800) CONRADS and mention the LeadingAge Indiana block. Rate of \$179 + tax and incidentals. All reservations must be made by **April 19, 2021**. Contact Kristen Conoley for assistance (kconoley@leadingageindiana.org).

Reimbursement

LeadingAge IN does not pay for breakout session speakers. As a reminder, speakers are responsible for all travel-related expenses, special event costs, and meals.

Handouts and Presentations

Handouts for the Spring Conference will be provided to attendees via the LeadingAge Indiana conference website (laincon.org). PowerPoints and handouts must be sent to kconoley@leadingageindiana.org no later than **April 19, 2021**.

Room and Audiovisual

Session rooms will be set with a head table and microphones will be provided. Please note other AV requests for your session via the Speaker Form. Please plan to arrive 15 minutes before your session starts to set up.

Recording

LeadingAge Indiana reserves the right to record all sessions at the Conference for copyright and archiving purposes. Additionally, some sessions may be available to members at a later date. By participating as a presenter, you give permission to LeadingAge Indiana to distribute the audio file and any accompanying materials to their members.

Speaker introductions

If you have not already done so, please provide a short biography in the Speaker Form to be used as an introduction to your presentation.

Speaker Cancellation

Notify Kristen Conoley immediately (317-733-2380, kconoley@leadingageindiana.org) if you are not able to speak at the Spring Conference. If possible, please identify a confirmed replacement speaker if you have a colleague that can fill in.

Professional Responsibility

Occasionally, an unethical or questionable practice may be mentioned without stating the ethical guidelines or considerations, and some in the audience may assume that you (or LeadingAge Indiana) approve the practice. To avoid possible misinterpretation of such remarks, please remind attendees of their ethical responsibilities.

Nondiscriminatory Language and Behavior

In your presentation and handouts, please be sensitive to the concerns and perspectives of all members of the audience. Discriminatory language can come between your message and your audience, so please strive to communicate in a way that expresses equality and respect for all individuals and avoid offensive, racist, or sexist remarks.

'Selling' Products or Services from the Podium

Presentations should not promote or focus specifically on a company, product or service. Presentations should not be used as a "selling" platform, and speakers should disclose any interests or connections they have to a product or service if they indicate any interest.

On-Site Preparedness

We are working with the Indiana Convention Center and our event vendors to create an environment that is as safe as possible. Below are safety precautions for the 2021 LeadingAge Indiana Conference and Trade Show to promote a safe in-person experience.

- Masks
 - Masks will be required for all attendees. LeadingAge Indiana will have extra masks available.
- Hand Sanitizer
 - Hand sanitizer will be available throughout the conference space
- In partnership with the Indiana Convention Center, LeadingAge Indiana will be providing:
 - Responsible Food & Beverage and Seating in meeting spaces
 - Appropriate Signage to reinforce physical distancing, one-way aisles in the Trade Show Hall, and other safety reminders

By attending the LeadingAge Indiana Conference and Trade Show, you agree to abide by and engage in certain health-and-safety conduct while attending the event. By attending, you are agreeing to follow the guidelines and recommendations of LeadingAge Indiana, the Indiana Convention Center, the Conrad Indianapolis, and any local/state/federal guidelines to contribute to a safe event. This includes, but is not limited to, submitting daily temperature and symptom checklists, wearing a mask at all times in public areas, engaging in appropriate physical distancing and not attending the event if you are ill or have been recently exposed to COVID-19.