

Speaker Guidelines

Congratulations for being selected to present a paper or panel at AESP's 22nd National Conference.

Below are important dates and guidelines for your presentation. Please don't forget to register for the AESP Conference.

November 4	Bio and high-resolution photo due to Stephanie Kilgore (stephanie@aesp.org). If you submitted your bio with your abstract, and it has not changed, you do not need to send another one.
November 23	Papers due to moderators for review
November 23	If you need to make changes to your session description, please email them to Kisha Gresham (kisha@aesp.org) by this date. Session descriptions should be no more than 100 words. AESP reserves the right to edit session descriptions.
November 30	Moderator comments/suggestions due to Authors
December 9	Final papers/panel descriptions need to be uploaded here: http://precis.preciscentral.com/User/UserLogin.asp?Action=Revise&EventID=877a9ba7 <i>Login using the original email and password used to create the submission. That is the only access that will be able to upload to the submission (no co-presenters have access to it). Once logged in, click on the ID next to the title of the abstract in which you would like to upload a paper.</i> <i>Click on "Click here to edit Upload"</i> <i>Upload your paper</i> If you have questions about uploading your paper email support@sierrabay.net
December 9	Register for the conference at the speaker rate – www.aesp.org Make hotel reservations – click here
December 16	All Supporting PowerPoints due to Moderators Be sure to use the AESP Conference template. Click here to download the template.
December 30	Moderators provide PowerPoint comments to Authors
January 6	All final PowerPoint presentations due - send via email to kisha@aesp.org . (Be sure to use the conference template)

Please Note: You must adhere to the above deadlines in order to present at the AESP Conference. Late papers will not be accepted, and presenters will be replaced. AESP reserves the right to make changes to the dates and times of the sessions.

Sample Documents and Guidelines

[Example Paper \(completed\)](#)

[Reference Guide](#)

[Paper Formatting Instructions and Template Paper](#)

[PowerPoint Template - Office 2010 version](#)

[Instructions on Inserting Your Company Logo into the PowerPoint Template](#)

PAPER SUBMITTAL INSTRUCTIONS:

For Paper Presentations: Individual presentations of 20-25 minutes (for each paper) or 35-40 minutes (for two presenters) each on similar themes will be combined into 90-minute presentations. Paper presenters are required to provide a formal paper for publication in the conference proceedings. Papers not returned by published deadlines will be removed from the agenda, and the author will be replaced.

For Panel Presentations: Panelists are not required to write a paper or provide a PowerPoint presentation. However, we do encourage panelists to provide a PowerPoint with a few bullet points to keep things on track.

IMPORTANT INFORMATION:

Conference Fees for Presenters (Papers and Panels)

- **One presenter per paper** is eligible to register at the conference speaker fee of \$500.
- **One moderator and up to three panelists** are eligible to register at the conference speaker fee of \$500.
- **Co-presenters and additional panelists** must pay the full conference registration fee.

Eligible presenters must register at the preferred rate *no later than* December 30, 2011.

Changes in Speakers/Speaker Cancellations:

Notify Kisha Gresham (kisha@aespa.org) and Meg Matt (meg@aespa.org) immediately of any speaker changes/cancellations. AESP must approve all speaker substitutions and reserves the right to cancel a paper or panel session if speaker changes occur that are dramatically different than originally proposed (i.e., an abstract indicates a panel will be comprised of three utility presenters; panel is changed to three consultants/vendors).

Presentation Equipment:

LCD projectors and lap top computers will be available for use at the conference. If you have any additional A/V needs, please notify Kisha Gresham (kisha@aesp.org) via email by December 15.

Conference Recordings:

All sessions will be audio recorded and synched with the PowerPoints. If you are opposed to your presentation being recorded, please notify Kisha Gresham immediately.

Questions:

Contact Meg Matt at meg@aesp.org or Kisha Gresham at kisha@aesp.org.