



LEADER Speaker Guidelines

Concurrent Sessions

Concurrent sessions consist of 1 hour and 15 minute time slots. Speakers should prepare for 1 hour worth of minutes of content, along with 15 minutes at the end of the session for Q&A from attendees.

Concurrent session presenters must submit:

- Topic/Title of presentation
- 1-2 sentence summary of presentation
- Speaker Fee to include all travel expenses (i.e. meals, gratuities, lodging and any other expenses incurred by speaker). You agree your fee is all inclusive of travel to and from the LEADER Convention.
- Bio & Conflict of Interest Form and an Objective Planning Table Form (LEADER will provide the appropriate documents once speaker is confirmed)
- **Accounting Guidelines & Procedures:** LEADER follows the IRS definition of “accountable plan” and requires the following information in order to pay for professional fees as stated above. The speaker must submit an invoice for the agreed upon fee **inclusive of travel** within 30 days of the Event. Please submit your invoice to the LEADER office, P.O. Box 82531, Baton Rouge, LA 70884 or info@laleader.org. In addition, the speaker must provide a W-9 to LEADER.
- **Presentation Guidelines & Information:** The speaker must attest that the presentation is his/her original work and that they are the sole copyright holder or that they have obtained all necessary permissions or licenses from any persons or organizations whose material is included or used in their presentation. The speaker will be responsible for all legal fees if the presented work is not their own or if they do not have the necessary permissions to use the information. Speakers will maintain a high degree of professionalism expected by the LEADER of its presenters.

All concurrent sessions are noncommercial. Presenter(s) will not solicit any business or promote business during their session.