

SPEAKER INFORMATION KIT



April 20-22, 2010
Pennsylvania Convention Center • Philadelphia, PA

Checklist and Contact Information

Thank you for agreeing to speak at AIIM International Exposition + Conference. The following information is designed to assist you in preparation for your conference session. It is very important that you read and understand the information in this manual, and that all requested information is received by the deadline dates listed below. If you will not be able to meet these dates, please contact us soon as possible to make other arrangements.

Please note: both you and your co-presenter, if applicable, need to complete and sign the Speaker Profile and Agreement. **You will be automatically pre-registered for the Conference and Exposition once you sign and submit the enclosed Speaker Agreement.**

Deadlines and Responsibilities

- PR Information Form (pg. 2) Due: November 16, 2009
- Speaker Profile & Agreement (pg. 3) Due: January 11, 2010
- Audio/Visual Request Form (pg. 4) Due: January 11, 2010
- Electronic Copy of Presentation (pg. 5) Due: March 15, 2010

Your Personal Contact

Conference Manager: Jennifer Marcus
Phone: (617) 219-8330
Fax: (617) 219-8310
jmarcus@questex.com

Please Remember...

Attendees expect to have ALL presentations available to them in advance of the event...

PLEASE MARK YOUR CALENDARS FOR THE MARCH 15th PRESENTATION DEADLINE

**AIIM International Exposition + Conference Speaker Public Relations Form
Due: November 16, 2009**

We have retained Riemer Communications as our public relations agency for the AIIM International Exposition + Conference. We are interested in working more closely with you to promote your expertise and participation in the event. Please complete this form and return it to Amy Riemer at the contact information below. If you have any questions, Amy can be reached at 978-475-4441 (office) or 978-502-4895 (cell).

Please Type or Print Clearly

Return this form by either **FAX** (978) 475-4446 or **E-mail** amy@riemercommunications.com

SPEAKER INFORMATION

Name _____

Company Name _____

Mailing Address (please include city, state, zip) _____

Phone Number _____ Cell Number _____

Fax Number _____

E-mail Address _____ URL _____

SESSION INFORMATION

Name of Session: _____

What industry magazines or business publications would be most interested in your topic?

Please list your Local Newspaper and Business Journal:

Do you have any relationships with key editors or reporters that we should invite? If yes, please list their name and contact information.

Do you have a public relations person on staff? If yes, please provide name, phone number and email address.

Are you available for media interviews? _____ Yes _____ No

**AIIIM International Exposition + Conference Audio-Visual Request Form
Due: January 11, 2010**

Please complete this form and return to Jennifer Marcus by fax at (617) 219-8310 on or before the deadline above to ensure that your audio-visual requirements can be accommodated.

Name: _____

Session title(s): _____

Session date(s)/time(s): _____

Each conference room will be equipped with the following standard audio/visual equipment:

- High Resolution LCD Projector
- Screen
- Wired Lavalier Microphone for each speaker
- Podium with Microphone

Audio/Visual Equipment & Electrical Needs:

Please list any additional electrical or audio-visual equipment you will need for your session(s) in the space provided below.

- Sound capability is not automatically provided in each room. If you will need audio for video playback, please note which type of video player you will be using - QuickTime, RealPlayer, Windows Media Player, etc.

(We will make every effort to grant your requests, but depending on your request, you may be asked to pay for some or all of the costs relating to anything you request).

Computers & Internet:

Computers and Internet are **NOT** provided in the conference rooms. If you are presenting in a session that requires the use of a computer, **you must supply your own laptop computer or equivalent**. If you will be using a laptop please check below what type you will be using.

PC

MAC

Internet connections can be ordered at your expense, for more information contact Kirstin Lewis at kirstin.lewis@questex.com

If applicable, please list any additional equipment you will bring with you to use during your presentation:

Please email the signed form by January 11, 2010 to Jennifer Marcus at jmarcus@questex.com or fax to (617) 219-8310.

Speaker Presentation Materials

Presentation Due: March 15, 2010

Your presentation materials should help guide attendees to easily follow your presentation while you are speaking, and serve as a reference tool once they are back in the office. Please remember that your presentation should outline the topics that you will be covering and should not be an exact script of what you will be saying during your presentation.

Please also keep in mind that when we receive your presentation, no editing or proofreading will be done. Please use the following format guidelines when preparing your slides:

FORMAT:

- Presentations in either PowerPoint or PDF format only will be accepted.
- There is not a specific template you are required to use, though we recommend the following:
 - The session title should appear on the first slide along with the speaker(s) company and contact information.
 - The amount of slides that you prepare for your session is up to each speaker and should be based on the allotted speaking time, though we recommend 20 - 30 slides.
 - Your slides are meant to be a guide and do not need to be a word-for-word narration of your presentation.
 - Keep your slides simple. Too much information on slides makes them hard for attendees to read/see.

HOW TO SEND YOUR MATERIALS:

To ensure that attendees can access your presentation before the conference, speakers are asked to submit an electronic copy of their presentation materials by **March 15, 2010**. All presentations should be sent via e-mail to Jennifer Marcus at jmarcus@questex.com and must be under 10MB.

There will NOT be photocopying services on-site.

Registration Information

As a speaker, you are automatically pre-registered for the Conference and Exposition. You will receive a complimentary Conference Badge, which allows admission to your choice of conference sessions and plenary addresses. Each speaker should receive their registration confirmation approximately 1 month before the event.

Two weeks prior to the show, please watch for additional information via email about Registration location and hours.

At the Speaker Registration desk you will receive:

- Conference Badge and Badge Holder
- Show Directory
- Session Room Location