

Important Notes & Reminders for Podium Presenters

Seminar Speakers

1. Please make sure you register for the conference. The registration form can be downloaded from the UPNAAI website at www.upnaai.org. The early bird rate ends on July 15, 2015.
2. The UPNAAI Board of Directors in its January 2015 meeting approved the perks that seminar speakers will be entitled to. UPNAAI will cover the (1) registration cost of \$55.00 for the Friday breakfast conference, provide you with (2) a certificate of appreciation, and (3) a modest honorarium of \$100.00. Please contact Iren Bobis-Roldan at irenibr2@aol.com when you register and let her know you are a speaker and what you are entitled to receive.
3. Please stick to your 20-minute allotment for your talk. Five, three, and one-minute sign reminders will be flashed to keep you posted of your remaining time. If you continue to speak beyond your time, the moderator will approach the podium, thank you, and will call on the next speaker. To avoid this, please make sure you rehearse your talk and follow the sign reminders. A typical rule of thumb is, "one slide is an average of 1 minute of talk." Of course, there will be slides that will only require less than a minute, and other slides will require a little over a minute. For a 20-minute talk, it is safe to have about 15 slides ONLY.
4. A Q & A portion will be allotted when all the speakers have delivered their respective talks.
5. Please remember to submit your slides ON OR BEFORE June 30, 2015. We need your slides to give us time to compile them in the Conference Proceedings. We are trying our very best to go "green" and the proceedings will be available to seminar registrants a week AFTER the conference. You will need your email to be able to access the Conference Proceedings in the secure website of UPNAAI (www.upnaai.org). So, it is imperative that you provide us with your email address when you register.
6. Your slides are required for contact hours approval. Once you have submitted these to us, no modification can be made to it. The providers of continuing education will use the slides that you will submit to us to approve your presentation. In the event that you really need to make changes, you will just have to mention this during your actual talk.
7. A slide should be included in your presentation declaring whether or not your talk is a funded research (identify the funding organization), or if you have any conflicts of interest. This statement SHOULD BE EXPLICIT in your slide presentation. If you have any conflicts of interest, i.e., owner of a product or a company, you ARE NOT TO MENTION this product or company in your talk.
8. As a podium presenter, you WILL NOT be allowed to mention, endorse, or sell any products. This is an educational offering. You will be asked to sign a form agreeing to this stipulation. There will be flash cards to alert you should you begin to mention, endorse or sell any products. A yellow flash card is the first notice that you should not proceed with mentioning any products. If you continue, a RED flash card will be a FINAL warning. If you still continue, a BLACK flash card will signify that the moderator will come up to the podium, thank you for your presentation and you will have to end and leave the podium. We DO NOT WISH to embarrass you, so please follow these rules as these are NOT UPNAAI rules but the accrediting agency.
9. If you wish to sell or endorse any products, we have an EXHIBITORS SECTION where selling and endorsing will be permissible. Please email Iren Bobis-Roldan at irenibr2@aol.com for more information if you are interested.
10. The seminar will be evaluated electronically 1-2 weeks after the conference is over. Attendees will receive an email link to evaluate the speakers and the seminar. As a speaker you will be given feedback with regards your presentation and the seminar itself.