



SPEAKER EXPECTATIONS AND GUIDELINES

1. **Contact:** Your primary contact is Kimberly Cook at kcook@acua.org.
2. **Materials:** Complete all the information requested and adhere to the deadlines provided. If there are any concerns, reach out to Kimberly Cook at the contact above as soon as possible.
3. **Audience engagement:** NASBA requires **at least** one element of audience engagement related to course content during **each one hour** of instruction. One of the following elements must be incorporated: group discussion, instructor-posed questions with time for participant reflection, use of a case study to facilitate audience input, or another form of audience engagement.
4. **Presentation Handouts:** ACUA requires presentation materials in the widescreen HD format PowerPoint templates accessed via the [speaker portal](#). Presentations are made available to attendees electronically via the ACUA conference app prior to the conference and for one year post conference.
5. **Copyright compliance attestation:** **Ensure presentations** consist primarily of original information and properly cited data. If you utilize previously copyrighted materials in your presentation, including images found on the Internet, you must label them as such, with a notation that they are “Used by Permission” and provide written permission for use and reprint from the copyright owner. A copyright questionnaire is available in the [speaker portal](#) and includes additional information regarding the use of copyrighted material.
6. **Sales Content:** The conference is educational in nature and sales content is strongly discouraged.
7. **Presentation Development:** Presenters must refrain from overt statements of pointed humor that disparages the rightful dignity and social equity of any individual or group.
8. **Audio/Visual Requirements:** Microphone and video use is required by the speaker and when engaging in audience discussion.
9. **Travel:** Presenter holds responsibility for all expenses incurred in conjunction with the presentation, including registration, lodging and travel.
10. **Photography Release:** ACUA respects the wishes and privacy of speakers and session content. ACUA reserves the right to photograph session rooms (including speakers, attendees, and content) and publish the photographs in the College and University Auditor Journal, on the ACUA website, or on ACUA’s social media sites, including the conference app. Presenters who do not wish to have their session photographed or filmed in a general setting must send notice in writing to the contact listed in #1 above no later than August 18, 2024.



SPEAKER AGREEMENT

By signing this agreement, I acknowledge the following:

- I agree to present at the ACUA 2024 AuditCon and to work with the ACUA AuditCon Conference Planning Committee as requested to improve the topic, content, and/or delivery.
- I agree to comply with all applicable ACUA *Speaker Expectations and Guidelines* and content submission timelines.
- I allow copies of the presentation/session materials to be posted on ACUA's website in a password-protected event platform for one year after the conference.

Agreement to present does not guarantee the session submitted will be selected for delivery. You will receive a confirmation or declination notification once the Conference Planning Committee has completed the session selection.

Presenter Signature:

Date:

Email signed agreement to info@acua.org