

ANNUAL CONVENTION SPEAKER INFORMATION SHEET #1

Convention Registration:

To demonstrate VHIMA's appreciation for your time and expertise, we will provide you and your co-presenter(s) complimentary registration for the day of your presentation.

Due Date

To Be Completed

January 28, 2007:	Title and Session Description Form (attached to this e-mail)
March 1, 2007:	Audio-Visual Form
April 9, 2007:	Session Handouts Speaker Introduction

Housing:

You are responsible for making your own hotel reservations and paying for the accommodations. You can make your reservations by calling the Hilton Garden Inn at 540-548-8822 and mention VHIMA Annual Convention.

Travel:

You are responsible for making and paying for your travel arrangements

Title & Session Description Form

Please fill out the enclosed Title and Session Description Form and E-mail it back to **Lisa Whitaker** at lwhita@msn.com by **January 28 2007**. If you have questions regarding how the session description should be written, please contact Lisa Whitaker at 757-889-5484.

Audio/Visual Requirements:

Please E-mail or fax the audio/visual requirements that you will need for your session to Lisa Whitaker at lwhita@msn.com or fax to 757-889-5285. VHIMA will provide an LCD projector, screen and a wired lavalier microphone for each speaker.

Handouts:

Copies of your handouts will be made by VHIMA and provided in the meeting room. All charts, graphs, and other pertinent materials must be included, in **one** electronic format. Please do not send multiple files. In order for your handout materials to be copied and distributed by VHIMA, your handouts must be received electronically by **April 9, 2007**. If you are unable to meet this deadline, you will be responsible for copying and distributing your own handouts and for any costs incurred both in advance and after the convention. Please let Lisa Whitaker know if you will not have handouts for your session or if you will be bringing them on-site.

Speaker Introduction:

Please submit a one (1)-paragraph self-introduction by *April 9, 2007*. This document will be given to the session presiders for introduction purposes at your session. It is important that each speaker (including each panel member) submit his or her own Speaker Introduction paragraph.

Commercialism/Promotion:

VHIMA prohibits presentations that constitute promotion or advertising. This includes pervasive or inappropriate use of logos. *Please do not include your company logo on your handout materials or any other visual aids.* Any statements made by presenters should not be viewed as VHIMA's formal position on a product, subject or issue. VHIMA has the right to remove any logos except for copyrighted information.

To be consistent and fair convention speakers are asked to disclose to participants any potential conflicts of interest. Therefore, at the beginning of your presentation, please disclose any economic or other personal interest that creates, or may be perceived as creating, a conflict of interest related to the material being presented or discussed. All sponsors should be recognized at the end of your presentation without logos.