

## **Presenter FAQ**

### **Delivery Techniques**

- Please use an interactive approach to encourage audience participation. Reading from your materials does not engage participants and we often hear about it on the evaluations.
- Be conscious of your allotted time frame to avoid running into the next speaker's session.
- Avoid racial, political, or religious references, as well as sexist remarks and inappropriate language. We are a membership organization and represent a large demographic.
- Repeat each question before answering to make certain all attendees hear the question being asked.
- Please do not promote the services or products of your firm or company. Please refer to line item #2 of the Speaker Agreement.

### **Accompanying Documents**

If you recently authored an article, conducted a podcast, or were interviewed, the ICPAS would like to use it to help promote your session. E-mail Paul Burton at [burtonp@icpas.org](mailto:burtonp@icpas.org) to submit an article, video, or additional resource. You must obtain and include language granting the Illinois CPA Society reprint permission rights.

### **Travel Arrangements**

If you require overnight accommodations, please check the box on your Speaker Agreement on page two and ICPAS will make your hotel reservations to ensure the best rate. Please notify ICPAS immediately if you no longer require overnight accommodations to avoid cancellation fees. ICPAS will email you a hotel confirmation number within one week of the event.

### **Meeting Room Setup**

- Depending on the teaching style and room availability, all meeting rooms will be set in either crescent rounds or classroom.
- All presentation rooms will be set with a microphone, podium, and LCD projector (if you submit a PowerPoint). Please refer to page 2 of your Speaker Agreement for AV setup.

### **General FAQ's**

- Business attire is recommended.
- ICPAS will send your evaluation results within a month of the event.
- As a speaker, you will receive complimentary registration to attend the entire program.
- Our typical audience level is intermediate/advance with 10-20+ years of experience unless otherwise noted in your speaker confirmation email.