OSCPA Speaker Manifest

Thank you for agreeing to speak at an upcoming virtual conference. Please take the time to read the key information related to your participation in this event.

OSCPA is deeply committed to fostering a diverse and inclusive environment. We expect our speakers to model that commitment while participating in OSCPA-hosted events. Content, comments, behaviors, or actions that are hostile or disrespectful will not be tolerated (e.g., misogynistic, xenophobic, homophobic, bigoted, et.al).

Speaker Expectations

To ensure that our learners have a quality experience please review the speaker expectations noted below. We can help you with incorporating interactivity into your presentation if desired.

We expect our speakers to:

- Always conduct themselves professionally. As such, speakers will refrain from social or political commentary unrelated to the session topic. When social or political commentary is incorporated because of the nature of the session, it will be delivered in a way that adheres to OSCPA's commitment to diversity and inclusion.
- Create content that is timely, relevant, engaging, and devoid of sales pitches or excessive self-promotion.
- Structure introduction, questions, and activities to encourage active learning of the material and keep energy levels up throughout the presentation. Engagement techniques should include encouraging attendees to ask questions, share experiences, and participate in peer discussions.
- Provide actionable takeaways for participants. Learners should be able to answer the question – What should I do with this information?
- Review event details and session description and submit presentation materials in accordance with deadlines indicated by OSCPA staff.
- Begin and end your session on time. We ask speakers log into their sessions 30 minutes before the designated start time. We also ask that you use the full allotted time for your session. An early conclusion to a session could affect attendees' CPE credit hours.
- Respond to as many attendee questions as possible during your session, otherwise be prepared to answer remaining questions via email post event.
- Review evaluation scores and comments to strive for continual improvement. Evaluation results for all sessions from the conference will be shared with speakers post event via email. Please let OSCPA staff know prior to the conference if you wish to have your feedback removed from the comprehensive data distributed.

- Have permission for any content not created yourself. OSCPA is not responsible for infringements to any copyright material contained within your presentation or presentation materials.
- Refrain from promoting non-OSCPA learning events or learning materials or otherwise use the session as a sales pitch.
- Notify OSCPA of any delays or other issues with your arrival or presentation in a timely manner so alternative plans can be made.

Agreement to Terms and Conditions

By agreeing to speak at OSCPA's virtual conference you are agreeing your presentation is factually accurate and to adhere to the above terms and conditions. OSCPA reserves the right to terminate your speaking duties at any point if you are in violation of our agreement.

Unless communicated otherwise, OSCPA has permission to photograph and/or record my presentation for use in their promotional efforts.