Purdue Veterinary Medicine Conference

Speaker Manual

September 28- October 1, 2016
Purdue University
West Lafayette, Indiana
WELCOME

Purdue Veterinary Medicine (PVM) is pleased you will be participating in the 2016 Conference. The annual conference is designed to provide Continuing Education (CE) to veterinarians, veterinary technologists and technicians, and the entire veterinary team. The PVM 2016 Conference is September 28-October 1, 2016, West Lafayette, IN.

WHAT YOU NEED TO KNOW

Speaker checklist

- Speaker contract (all speakers) Email April 25, 2016
- Session description (all speakers) Email April 25, 2016
- Online CE release form (all speakers) Email April 25, 2016
- Speaker bio sheet (non-Purdue speakers only) Email April 25, 2016
- Photo (non-Purdue speakers only) Email April 25, 2016
- PU Payee Certificate for Honorarium/Travel (non-Purdue speakers only) USPS or fax April 25, 2016
- Proceedings submitted (all speakers) Email August 15, 2016

Deadlines (all speakers)

4/25/16 Return your completed speaker contract and other required forms via email to Marti Burns at mhburns@purdue.edu or US Postal Service at the address below. The speaker contract and related documents are included at the end of this manual.

8/15/16 Submit your proceedings materials via email to Marti Burns at mhburns@purdue.edu for inclusion in the Proceedings content for 2016. Only electronic files will be accepted. Proceedings will be available to conference attendees free via the conference website and on a thumb drive for a fee of $25. We will not be able to accept proceedings materials after 8/15/16.

Contact information

Marti Burns
Director, Office of Lifelong Learning
Purdue University College of Veterinary Medicine
625 Harrison Street, Lynn Hall Room 2121
West Lafayette, IN 47907-2026
Phone: 765-494-0611
Fax: 765-496-3926
Email: mhburns@purdue.edu

PVM 2016 Conference website: www.vet.purdue.edu/conference

Cancellation

Should you be unable to fulfill your speaking obligation, immediately notify Marti Burns, 765-494-0611.

LOGISTICS

Conference Survey Findings

Results from conference surveys clearly indicate attendees want continuing education sessions that provide practical and useful information; information they can immediately apply to their jobs and practices. Please consider these comments when planning your presentation.
**Session Titles and Descriptions (all speakers)**

Lectures will be 50 minute sessions. When you return your signed contract, please make sure you complete the session description form for each of your speaking sessions (pg. 8). This information is very important and will be included in the printed program as well as the conference website. **The title and description will determine a registrant’s interest to attend your session!**

**Speaker Bio (non-Purdue speakers)**

In addition to returning your Speaker Contract, please complete the attached Speaker Bio Sheet (pg. 7). We would also like for you to email a photo for inclusion on the conference website. Please email materials to Marti Burns at mhburns@purdue.edu. The conference website will regularly highlight speakers and topics. Submitting your information will allow us to promote your session.

**Proceedings (all speakers)**

Proceedings materials are required for inclusion in the Proceedings content. Proceedings will be provided at no cost to registrants in advance of the conference via the conference website. Participants may also purchase a thumb drive with the Proceedings for an additional fee of $25. **It is critical** that you adhere to the submission deadline. Please submit an electronic version of your materials, **in Word format**, by **August 15, 2016**, to Marti Burns (mhburns@purdue.edu). Please use **Times New Roman, single spaced, 1” margins, left justification, and 12 point font**. PPTs are not considered proceedings. Please make sure to include **title, author(s), degree(s), current position, and body of manuscript**. You will be given a $75 addition to your honorarium if your proceedings materials are submitted by **August 15, 2016**. Proceedings materials will **not** be accepted after **August 15, 2016**.

**PowerPoint Presentations and Videos (all speakers)**

There will be a Speaker Ready Room for your convenience – STEW 204. Please check in at the Speaker Ready Room at least 45 minutes before your lecture to test your PowerPoint, videos, sounds, etc. and to make sure everything works. If you have any special technical needs, please contact Marti Burns, mhburns@purdue.edu no later than **Monday, September 12, 2016**.

**Videotaping of Sessions (all speakers)**

Your conference presentation may be videotaped to be included in PVM Online Continuing Education (CE). Participation is voluntary. Please sign the Online CE Release Form (pg. 9) to give permission to videotape and deliver your presentation as a part of the online CE program. If you agree to be videotaped, we will request a copy of your PowerPoint presentation and any videos associated with your presentation prior to the conference.

**Moderators (all speakers)**

A moderator will be with you during your lecture(s). This person will ensure that your session runs smoothly and will be able to provide you with technical and other assistance if needed. The moderator will also make certain that you stay on time.

**Room Set-Ups for Your Lecture (all speakers)**

Your lecture room will be set theater style (chairs facing the speaker with no tables). Speakers giving hands-on labs are encouraged to consider a set-up that enhances individual learning and group communication. Your lecture room will be equipped with the following: a laptop, projector, screen, microphone and a table at the front of the room for your materials. Please contact Marti Burns by Monday, September 12, 2016, mhburns@purdue.edu if you have special room set-up or audio-visual requirements.

**Audience Demographics**

Veterinarians, veterinary technologists and technicians, veterinary assistants, practice personnel, students, and industry suppliers from Indiana and surrounding states attend the PVM Conference. Many of the conference attendees are PVM alumni.
**Dress Code**
Business attire is appropriate for your presentation, other daytime events, and evening events.

**The Conference Site – Purdue University Stewart Center**
With the exception of special events, exhibitors, and several hands-on labs, all conference sessions will be held at Purdue University, Stewart Center, 128 Memorial Mall, West Lafayette, IN 47907.

**REIMBURSEMENT POLICIES**

**Purdue Speaker Incentive Pay**

Purdue University faculty and staff speakers will receive an allocation of funds which will be transferred from conference proceeds to a like account in their home department. The Purdue Veterinary Administration (VAD) business office will confirm the recipient account with the appropriate departmental business office and transfer the funds after the conference.

**Non-Purdue Speaker**

**Honorarium**

PVM pays an honorarium of $200 per each 50 minute session and $75 for proceedings materials if submitted by **August 15, 2016**. Complimentary conference registration is included but does not include fees for special events. You must complete Section A and sign Section C of the attached Purdue University Payee Certification Form (PC—separate attachment) and mail via USPS or fax to the Office of Lifelong Learning (765-496-3926). The speaker contract and other requested documents can be sent electronically; however, **the signed Payee Certification Forms must be mailed or faxed** (765-496-3926) for security purposes.

**Marti Burns**
Director, Office of Lifelong Learning
Purdue University College of Veterinary Medicine
625 Harrison Street, Lynn Hall Room 2121
West Lafayette, IN 47907-2026
Phone: 765-494-0611
Fax: 765-496-3926

**Travel Expenses**

Travel reimbursement covers meals, parking, cab/transportation fares, hotel and any other miscellaneous expenses. PVM cannot reimburse you for your car insurance. **Please retain all of your receipts for these items. We must have original receipts in order for your expenses to be reimbursed.** Travel expenses will be reimbursed once all receipts have been submitted. Please submit the signed PC form (which includes reimbursement for the honorarium and travel expenses) via mail USPS or fax. **We cannot accept these forms electronically.**

**Transportation**

Mileage is reimbursed at the current IRS rate. If air travel is needed, you will be reimbursed for coach airfare only. If you are flying, Indianapolis will be the closest international airport. You can take the Lafayette Limo shuttle service or the Star of America shuttle service from the Indianapolis airport directly to the Union Club Hotel. If you use a shuttle service, be sure to book your return to the airport as well. Contact Lafayette Limo at 765-497-3828 or www.lafayettelimo.com to reserve your pick up. The Lafayette Limo allows online reservations. Contact Star of America at 1-800-933-0097 or http://www.soashuttle.com/ to make your reservation. If you are driving, you can obtain directions at Google Maps from your location to Purdue’s Campus in West Lafayette.
Hotel Accommodations

We will reserve and pay for your overnight lodging at the Union Club Hotel (2016 Conference Hotel) which is located inside the Purdue Memorial Union and is adjacent to Stewart Center. Free parking is provided with your stay at the Union Club Hotel. Please contact Lexie Hayenga to confirm the dates of your stay.

Lexie Hayenga
Administrative Assistant, Office of Lifelong Learning
Purdue University College of Veterinary Medicine
625 Harrison Street, Lynn Hall Room 2121
West Lafayette, IN  47907-2026
Phone: 765-496-3467
Fax: 765-496-3926
Email: lhayenga@purdue.edu

Family Members and Guests

PVM cannot reimburse expenses of family members or guests who accompany the speaker.

Marketing

Speakers are asked to refrain from the marketing of their products or services.

Evaluations

PVM monitors all educational sessions. Speakers and conference session content are evaluated.

You may submit your original receipts to us at the conference or mail them to this address:

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Purdue University College of Veterinary Medicine
625 Harrison Street, Rm. 2121
West Lafayette, IN  47907-2026
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Speaker checklist

Return via   Return By
Speaker Contract Email   April 25, 2016
Speaker Bio Sheet Email   April 25, 2016
Session Description Email   April 25, 2016
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Photo Email   April 25, 2016
PU Payee Certificate for Honorarium/Travel USPS or fax   April 25, 2016
Proceedings Submitted Email   August 15, 2016

THANK YOU FOR YOUR PARTICIPATION!
Purdue Veterinary Medicine 2016 Conference  
Session Speaker Contract

Name: ______________________________________________________________________________

Session Title(s): __________________________________________________________________________
____________________________________________________________________________________

Session Track/Date (if known):_____________________________________________________________

Session Time(s) (if known):________________________________________________________________

Purdue Veterinary Medicine (PVM) enters into this contract with the above referenced speaker and agrees to pay a $200.00 allocation per each 50 minute session and $75.00 for proceedings materials if submitted by August 15, 2016. Complimentary conference registration is included but does not include fees for special events. Reimbursement will be given to non-Purdue speakers for coach airfare or mileage, miscellaneous travel expenses and lodging based on presentation schedule.

In Agreement:
I agree to participate as a speaker at the PVM 2016 Conference held September 28- October 1, 2016 in West Lafayette, Indiana. I understand that Purdue Veterinary Medicine will compensate me as listed above, if not individually sponsored.

I agree to grant unlimited and nonexclusive copyright ownership of my presentation and the material contained in my proceedings manuscript to Purdue Veterinary Medicine (PVM). “Unlimited” means I agree that PVM may use various modes of distribution, including online and electronic distribution formats. “Nonexclusive” means that PVM grants to me, the author, an unlimited right to the subsequent re-use of the submitted materials. PVM will take reasonable steps to assure access control to appropriate readers. I agree that PVM may copy proof submissions but that editing will not change content or meaning.

1. Upon receipt of this contract, I agree to complete the following forms:
   a. Speaker Bio Sheet & Photo
   b. Session Description
   c. Online CE Release Form
   d. Payee Certificate for Honorarium and Travel

2. I agree to submit electronically materials for the proceedings manuscript using Microsoft Word. If proceedings materials are submitted by August 15, 2016, an additional $75 will be added to your allocation of funds for a total allocation of $275/session. Due to turn around time for processing, proceedings materials will not be accepted after August 15, 2016.

_____________________________              ______________________________
Signature                  Date

Please sign and return this contract and accompanying forms via email to:
Marti Burns: mhburns@purdue.edu
PVM 2016 Conference
Speaker Bio Sheet (non-Purdue Speakers)
This information will be included in the program and on the conference website.

SPEAKER NAME: _____________________________________________________________

Link to a website with your biography: __________________________________________
(No need to fill out remaining information if link is provided.)

Degree(s): __________________________ School Attended: __________________________

Year of Graduation: __________________________________________________________

Additional degrees and Diplomat status: __________________________________________

Area(s) of research or clinical special interest: ____________________________________

____________________________________________________________________________

Awards you have received: ______________________________________________________

Two most recent publications (if applicable): _______________________________________

____________________________________________________________________________

Current position and place of employment: _________________________________________

____________________________________________________________________________

Please return this Speaker Bio Sheet via email by **April 25, 2016** to:
Marti Burns
Director, Office of Lifelong Learning
Email: mhburns@purdue.edu

Please return this form along with your photo via email by 4/25/16 to:
 mhburns@purdue.edu.
PVM 2016 Conference
Session Description (all speakers)
Complete this form for each of your speaking sessions.

Session Track/Date (if known) ____________________________________________

Session Time (if known) _________________________________________________

Session Title ____________________________________________________________

Session Description
(Please limit this to 75 words – this will be used in the conference program and on the website.)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Session Track/Date (if known) ____________________________________________

Session Time (if known) _________________________________________________

Session Title ____________________________________________________________

Session Description
(Please limit this to 75 words – this will be used in the conference program and on the website.)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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________________________________________________________________________

Please return this form via email by 4/25/16 to mhburns@purdue.edu.
PVM 2016 Conference
Online CE Release Form

Permission to use 2016 Conference Materials for Purdue Veterinary Medicine Online Continuing Education Programming

Purdue Veterinary Medicine (PVM) truly appreciates your participation in the PVM 2016 Conference. Strategic plan goals to improve our lifelong learning programs include provision of online Continuing Education (CE) offerings. To accomplish this goal, PVM would like to make your presentation available on a secure website as part of our online Continuing Education (CE) programs. The presentations will be converted to a flash video that is linked to your individual PowerPoint slides which will be converted to image files. Access to your presentation will be limited to individuals who purchase online CE modules. We appreciate your permission to include your presentation as part of PVM online offerings.

Granting Purdue Veterinary Medicine permission to include your presentation as part of online CE offerings does not affect your ownership of any part of your presentation or materials. Permission to use your materials does not guarantee your materials will be used. PVM reserves the right to use materials that fit with the overall program plan.

COPYRIGHT LICENSE
I (Presenter) agree to grant Purdue Veterinary Medicine unlimited, nonexclusive, perpetual, royalty-free license to use my work, namely audio, video, PowerPoint, and electronic presentations authored by me (Presenter) and presented at the Purdue Veterinary Medicine 2015 Conference. “Nonexclusive” means that PVM grants to me, the author, an unlimited right to the subsequent re-use of the submitted materials. The above work will be posted on a website with access limited to individuals who have purchased online CE modules. PVM will take reasonable steps to assure access control to appropriate readers. I (Presenter) also authorize Purdue Veterinary Medicine to use my (Presenter) name, photograph, and biographical data in connection with use of my work. I agree that PVM may copy proof my work but that editing will not change content or meaning.

☐ I Agree    ☐ I Do Not Agree

Print Name ________________________________________________________________

Signature __________________________________________________________ Date ______________

Title of Work _________________________________________________________________________

Please return this form via email by 4/25/16 to mhburns@purdue.edu.

If you have any questions regarding the completion of this form, please contact Marti Burns at 765-494-0611 or email mhburns@purdue.edu.