



# American Osteopathic College of Occupational and Preventive Medicine

## SPEAKER'S PACKET

### HANDOUTS, ELECTRONIC MEDIA AND RELEASE OF USAGE AGREEMENT

One of the most important components of a successful conference is the speaker's presentation outline and related handouts. **These materials are rated as number one in importance by attendees.** Those speakers not providing handouts will probably suffer by comparison in the eyes of the audience, so we request that if at all possible, please plan to provide some sort of take home information for the participants. In addition, enduring materials, such as handouts, CD Rom slide sets are stressed as very important by the FDA and our AOA CME guidelines.

We know that aside from actually preparing for your presentation, probably the most time consuming aspect of this request is the need to produce multiple copies. Because we realize you are busy, we want to relieve you of this burdensome task.

If you will send a clear, legible copy of your outline and handout materials to us **no later than thirty days prior to your lecture** we will include them in the participants' binders. We would prefer that you simply e-mail us an attachment of your presentation to [jeffrey@aocopm.org](mailto:jeffrey@aocopm.org). This will eliminate the need for you to duplicate and transport a large box of copies to the conference. If you insist on sending a hardcopy handout, we ask that you limit your handouts to six pages. This is a flexible request, if you need more than six pages, its OK!

If you are unable to meet this deadline, please give us a call (800) 558-8686, and we will let you know how many participants we expect, so that you will know how many copies to prepare and bring with you.

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## RELEASE OF USAGE AGREEMENT

**In consideration of the interest of the American Osteopathic College of Occupational and Preventive Medicine (AOCOPM) to sponsor quality educational programs, I agree:**

1. That I have reviewed the content of the presentation with respect to:
  - a. Integrity: the information contained is accurate.
  - b. Utility: the information is current and useful to its intended users.
  - c. Objectivity: the information is unbiased and balanced.
  - d. Copyright: the information does not violate any known copyright.
2. That my presentation for the Educational Program of the AOCOPM may be reprinted or reproduced in whole or in part and made available for sale by the AOCOPM, and further, I agree
3. That I hereby grant the AOCOPM the right to edit and sell such educational materials for the purpose of professional development.

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Signature

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Date

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Speaker's Printed Name

Title of Lecture: \_\_\_\_\_

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Date, Time and Location of Lecture : \_\_\_\_\_

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