**2025 Annual Conference Speaker Form**

Complete and return this form by email

To ryan@frontlineco.com **no later than Friday, March 7, 2025.**

Thank you for volunteering to speak for MSPE’s Annual Conference April 30 – May 2 at the, University of Michigan – Dearborn’s Fairlane Center North. Please indicate your preferred availability and topic in the specified boxes below. Time slots are ultimately determined by topic relevancy on a first-come first-serve basis.

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| --- | --- |
| **Availability:****(choose all that apply)** | Thursday, May 1 \_\_Morning \_\_AfternoonFriday, May 2 \_\_Morning  |
| **Topic:** |  |

**SPEAKER INFORMATION –** This information will be used on our website and in our marketing efforts. Please be sure to list any credentials. MSPE will not publish your email or phone number, but we do ask you to provide them to assist in communication prior to the event.

|  |  |
| --- | --- |
| Full Name (include any credentials): |  |
| Job Title: |  |
| Organization: |  |
| Email: |  |
| Primary Phone: |  |

**SESSION TITLE:**

Indicate how you would like the title of your session to appear on our website and marketing materials.

**SESSION DESCRIPTION**

Provide a 2-3 sentence description of your presentation to be included in our marketing materials below.

**SPEAKER BIO**

(Optional) You may provide your speaker bio to be included on the event page and in our marketing materials. Please stick to one paragraph.

**PRESENTATION INFORMATION**

To assist our participants, when possible, MSPE publishes the 3-slide per page PDF version of speakers’ presentations to a discrete web location where registrants can download the presentations prior to the event. Please indicate below your ability to participate in this feature.

\_\_\_\_ I plan to share my presentation electronically for conference attendees. I will email my presentation as a 3-slide per page handout PDF or native power point file by **Wednesday, April 16, 2024.**

\_\_\_\_ Due to the nature of my presentation, I will not have information to share electronically.

**IMPORTANT NOTES**

Because we are providing Professional Development Hours (PDHs) for these sessions, it is important that your session last for the allotted time. Please make every effort to adhere to the scheduled class time, encourage questions and try to avoid ending early. One-hour slots are allocated for presentations, including 50 minutes for the presentation and 10 minutes for questions and answers. If your presentation lasts longer than an hour, MSPE may divide it into multiple parts if the schedule permits.

Professional Development Policies:

* Company logos can be used on the first and last slides of a video presentation.
* Specific questions about the company or its products should be reserved for the end of the program after all other questions have been answered.
* Speakers are expected to provide quality educational opportunities relevant to design and construction issues and delivered in an appropriate learning environment.

**All education programs provided by MSPE are trusted to uphold the administrative rules for PDH requirements. Please ensure that your presentation abides by the following requirements.**

**All professional development programs shall be courses that abide by the following definition:***“Course” means any qualifying activity with a clear purpose and objective that will maintain, improve, or expand the skills and knowledge relevant to the licensee’s area of professional practice. Regular duties for compensation shall not be considered qualified activities, except for employer compensated continuing education activities.*

TERMS OF THIS AGREEMENT ACCEPTED BY:

Speaker Signature:

Print Name:

Date:

We are delighted to have you participate in our 2025 Annual Conference. **Should you have any questions or need further information, do not hesitate to email** **mspe@michiganspe.org** **or call us at (517) 487-9388.**