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| Logo, company name  Description automatically generated | **Speaker FAQ****2023 Annual Conference****FAHQ Conference Planning Team** |

Thank you for considering participation as a speaker in the Florida Association for Healthcare Quality (FAHQ) 2023 Annual Conference. We are eagerly anticipating returning to our face-to-face format. The conference will be held in Orlando April 27-28, 2023.

These are questions frequently answered for our potential conference speakers and we hope the answers will support your decision to present at our conference. If you have additional questions or need any clarification, please contact your conference speaker coordinator by email at speakers@FAHQ.org.

1. **Will I receive a speaker fee?** To keep conference costs down for our members, FAHQ does not routinely offer speaker fees. You will receive a 50% conference registration discount if you want to register to attend and obtain the continuing education credit.
2. **Will FAHQ cover my travel costs as a speaker?** FAHQ will pay for one night at our host hotel and up to $50.00 for meals (receipts required). Mileage reimbursement for speakers traveling within Florida will be at the FAHQ rate of $0.XX per mile. Any requested exceptions to these travel reimbursement guidelines will require FAHQ Board approval.
3. **Do I need to be a FAHQ member to be accepted as a speaker?** While we always encourage membership, you do not have to be a member to speak at the conference.
4. **Will I be presenting to a live audience?** Yes, FAHQ is returning to face-to-face presentation. Your session will be recorded on-site to also provide a virtual option for access.
5. **What is the best format for my presentation content?** The best format is to use PowerPoint slides, supported by your lecture and audience discussion.
6. **Will you share my PPT slides with those registered?** We will not provide in PPT format but will create a PDF handout for distribution. You may request the PDF be created with two or three slides per page so consider the font size when creating your slides.
7. **Can I include video clips in my presentation?** Yes, but we ask that you only include MP4 format or a link to a YouTube video. There is a limit of 5 videos. For best results they should be at least 720 p resolution and no larger than 4GB.
8. **Will my presentation be recorded?** FAHQ is not planning to record any of the live sessions at this time. If a decision is made to do so, you will be contacted.
9. **What are my responsibilities as a speaker?** Briefly, this is what you need to do to be a FAHQ conference speaker (Note: timelines provided following this section):
	1. Complete the “Conference Speaker Application” to provide the Conference Planning Team with information needed to do speaker selection and submit by the deadline date. Review the form posted on the website to see what is required.
	2. Respond timely to the Speaker Coordinator when additional information is needed regarding your presentation.
	3. When notified of your selection, do final confirmation of session title and your commitment to participate.
	4. Develop your presentation as PowerPoint slides and submit by stated deadline.
	5. Attend the conference to present and to take advantage of the other sessions and networking with our attendees!

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| Requirement | Deadline |
| 1. Submit Conference Speaker Application (2023\_Conf\_Speaker\_App.docx)
 | December 15 , 2022 |
| 1. Receive notice of selection as speaker for 2023 conference.
 | January 15, 2023 |
| 1. Confirm your acceptance to speak at scheduled date/time.
 | February 1, 2023 |
| 1. Submit your registration if planning to attend full conference.
 | March 13, 2023 (45 days) |
| 1. Confirm your hotel arrival/departure with dates/times.
 | March 13, 2023 (45 days) |
| 1. Submit final PPT slide presentation and any other handouts for attendees.
 | March 27, 2023 (31 days) |

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