

## Speaker Checklist AAOMS Annual Meeting

Task	Completed?
Review and electronically sign your speaker agreement on Speakers' Corner.	
Complete and submit your speaker information (professional title, address, etc) on Speakers' Corner.	
Complete your disclosure information on Speakers' Corner.	
Complete your Audio/Visual form and the Session Recording Acknowledge on Speakers' Corner.	
Submit a copy of your biosketch and a photograph on Speakers' Corner.	
If submitting a handout, follow submission guidelines and send to AAOMS staff prior to the deadline.	
Speakers should plan to upload their presentation to the Presentation Management System. Your staff contact will notify you of the deadline. If onsite, presentations must be uploaded in the Speaker Ready Room <u>no later</u> than the day before your presentation.	
Secure your housing reservations in one of AAOMS' housing blocks, directly with the hotel, and make travel arrangements.	
Register for any ticketed sessions or special events you wish to attend.	

Questions? Contact  
[conteducate@aaoms.org](mailto:conteducate@aaoms.org)