

2024 FLORIDA RIMS EDUCATIONAL CONFERENCE

**DEADLINE** for Consideration in the CONFERENCE PROGRAM is **MAY 10, 2024**  
Submission of form does not guarantee a speaking opportunity.

Sessions run from July 30 PM through August 2 Noon

SESSION COORDINATOR: As the session coordinator you will be responsible for arranging the session speakers and coordinating the session: getting speakers registered, their bios and any other needs. This will include copies of the presentation and any handouts the speakers may want to distribute or have available on-line. **If you have a CEU session you are responsible for getting course approved through the state of Florida before the conference date.** If you have a panel presentation, the maximum number of speakers is four and one speaker must be a Risk Manager. Permission must be requested for panels consisting of more than four speakers. **Please note the number of sessions is limited and we must wait for all forms to be submitted before we make our final program decisions.** Submission of form does NOT guarantee a speaking opportunity. You will be advised if your session is selected for the conference. All speakers must register for the conference.

SESSION COORDINATOR NAME:	COMPANY:
TELEPHONE:	E-MAIL:

SESSION TITLE: *Make it something that will draw attendance but is not obscure or confusing!*

BRIEF DESCRIPTION OF SESSION TOPIC (LESS THAN FIFTY WORDS) -----Please note long submissions will be shortened to 50 words. **\*Please indicate if CEU Session\*** Please note preferred program length 1 hour or 1.5 hours.

SPEAKERS:

NAME:	COMPANY:
NAME:	COMPANY:
NAME:	COMPANY:
NAME:	COMPANY:

Please note any day or time of day that you **cannot** accommodate speaking\_\_\_\_\_

ALL ROOMS WILL BE ARRANGED CLASSROOM STYLE

**\*SESSION/SPEAKER CONTACT: ELIZABETH GUIMARAES 954-993-3211**

Email: [rimspeakers@gmail.com](mailto:rimspeakers@gmail.com)

**AUDIO VISUAL:** RIMS will provide a LCD (VGA) projector, screen and microphones. It is the speaker's responsibility to bring a laptop and provide computer display adapters (i.e. Mac Thunderbolt, HDMI or PC display to VGA). Any additional A/V needs will be the speaker's financial responsibility and must be coordinated with the FL RIMS Media Coordinator: Jason Lynch [Jason.Lynch@lifelinkfound.org](mailto:Jason.Lynch@lifelinkfound.org). The Ritz-Carlton IT staff will be on hand to assist with setup if needed and any AV problems.

**\*CEU SESSIONS:** It is the responsibility of speaker to get certified by the State of Florida and bring appropriate documentation and provide credits to qualified attendees.