



## **Speaker Profile**

The MEMGMA Program Committee is responsible for the selection of appropriate speakers and topics to ensure both are relevant to the target audience. The topic and complete presentation must have importance to medical practice management staff and should be delivered within a specified timeframe. If you wish to be considered, we ask that you submit the Speaker Profile for Consideration. You can return your profile via email to our Executive Director at [mainemgma@gmail.com](mailto:mainemgma@gmail.com)

### **Presenter Information**

Speaker Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Business Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

**Biographical Paragraph** – Please include information regarding your education, career, and why you are qualified to be speaking on your topic. This biographical paragraph may be used in our promotional materials and should be approximately 1-2 paragraphs.

**Photo Head Shot** – Please send a high resolution head shot for promotional materials. Preferred formats are .eps, .jpg, or .tif

**Podium Introduction** - Please provide a short (2-5 sentences) paragraph for us to introduce you at the session.

## **Presentation Information**

Presentation Title:

Length of presentation:

Presentation Domain:     Financial Management  
                                   Organizational Governance  
                                   Human Resource Management  
                                   Operations Management  
                                   Risk & Compliance Management  
                                   Patient Centered Care

Target audience:         Level I – Operations, billing, coding and reimbursement staff  
                                   Level II – Supervisors and managers  
                                   Level III – Executive staff and physicians

Session Description:

Session Objectives:

Are there any fees associated with the presentation:     Yes         No

If Yes, what is the fee? \$ \_\_\_\_\_

Electronic copies of all presentations and/or handout materials are required to be submitted to [mainemgma@gmail.com](mailto:mainemgma@gmail.com) no later than 3 weeks prior to the conference.

Please specify what you will require for Audio/Visual needs? (i.e. Laptop, LCD Projector, Screen, etc.)

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**General Provisions:**

- Audio/Video recording of presentation  will or  will not be allowed.
- During the presentation, Speaker will not engage in any type of promotional marketing or selling of any product or service.
- Speaker will not disparage MEMGMA at any time prior to, during, or subsequent to the presentation.
- Speaker grants MEMGMA a royalty-free license to use, reproduce and distribute Speaker's presentation (including all handouts and PowerPoint presentations) in any way in the future, with appropriate attribution to Speaker. This license does not change the fact that Speaker retains copyright ownership of the presentation and does not prohibit Speaker from using his/her presentation in any way or from allowing others to use it.
- Speaker represents and warrants that his/her presentation does not violate any proprietary or personal rights of others (including any copyright, trademark and privacy rights), is factually accurate, and contains nothing defamatory or otherwise unlawful. Speaker represents and warrants he/she has the full authority to enter into this agreement and has obtained all necessary permissions or licenses from any individuals or organizations whose material is included or used in his/her presentation.
- Speaker authorizes MEMGMA to use his/her name, likeness, photograph, and biographical data in connection with the use and promotion of the program.
- Speaker is responsible for all travel arrangements and expenses.
- Because MEMGMA spends significant resources in promoting and marketing the conference, Speaker may not cancel for the purpose of accepting a different engagement, but only in the case of a personal emergency, illness, or injury. If Speaker cancels for personal emergency, illness, or injury, handouts will still be distributed to the participants.
- If the event is cancelled due to Acts of God, Strikes, Lock Outs, Riots, Avalanches, Acts of War, Epidemics, Fire, Communication Line Failures, Pandemic, Earthquakes or other such man-made or natural disasters, both parties will use best efforts to reschedule the event with the same terms stated in this Agreement, unless otherwise agreed to by the parties in writing.

Accepted and Agreed to by Speaker:

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Speaker Signature

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Date Signed