

ProShare

Employee Share Plans Conference 2018

SPEAKER SUBMISSION FORM

Wednesday 3rd October 2018

etc.venues 155 Bishopsgate, London EC2M 3YD

Please read these notes as they will help you complete your speaker submission:

- As in previous years, providers and advisors whose applications to speak are successful are expected to pay to attend the conference at the usual rates. Plan issuer clients speaking alongside their providers or advisors attend free of charge.
- Please return this completed form to team@proshare.org as soon as possible before **Friday 1 June 2018**. Allocation of speaking slots will be confirmed on or before **Friday 15 June 2018** and you will be provided with a speaker presentation details spreadsheet to complete.
- Your completed speaker details s/sheet, presentation synopsis and photograph must be returned by **Friday 13 July**. This is to allow sufficient time for both the smartphone app and event guide to be compiled.
- Final versions of supporting materials and presentations must be submitted by **Friday 7 September 2018**. **Late presentations create considerable difficulties for our small conference team therefore we regret that late materials cannot be accepted.**
- We have revised our schedule this year, issuing the Call for Speakers several weeks earlier, in order to give speakers more time to work on their presentation materials. We will only grant limited extensions to the materials submission deadline in the most extenuating circumstances.
- Please note that if your submission is accepted we will make your presentation available to ProShare members via our website after the conference, unless you expressly ask us not to in writing/via email prior to the conference.
- ***When preparing your materials and presentations please factor in sufficient time for all the necessary stakeholder sign-offs and approvals so that you can meet the submission deadline of 7 September 2018.***

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Name of person making submission		
Organisation		
Telephone		
E-mail		
Address		
Presentation working title		
Presentation idea/subject matter		
<p><i>Please provide details of the subject area that you would like to speak about, including a working title and your envisaged format / approach / style of delivery.</i></p> <p><i>If you plan to include a plan issuer case study then please indicate this clearly.</i></p>		
Has this presentation been delivered at any other conference or will it be, before 3 rd October 2018?		
	Name	Company / Organisation / Firm

Thank you for your speaking slot submission – if you have any queries do please contact us

at team@proshare.org or on 0207 444 7141 / 7104