Terms & Conditions

PLEASE READ THE FOLLOWING TERMS, CONDITIONS AND PRESENTER BENEFITS CAREFULLY BEFORE SUBMITTING A PROPOSAL
By accessing or using this site, you agree to these terms of use, conditions and all applicable laws. If you do not agree to these terms you may not use this site. The PCMA Canada East Chapter reserves the right to change the terms, conditions, and notices under which the PCMA Canada East Chapter Session Proposal Submission Website is offered. Please note the following:

Session Proposal Submission Process
The PCMA Canada East Chapter Session Proposal Submission Process is designed to accommodate the submission of education session proposals to be considered for presentation at the Canadian Innovation Conference Only. The submission period for proposals relating to the Call will close at Midnight on the last day of the submission period. Completion of the submission form does not guarantee acceptance or that a session proposal will be presented at the conference.

It is expected that all proposal submissions have been well thought out and are ready for presentation by the individual(s) identified in the proposal. It is expected that the proposal submitter is directly connected to the proposal either by being one of the session participants who will present the material or works for/ represents an individual who is named as the session presenter. Incomplete session proposal forms cannot be submitted and considered for presentation.

Co-Presenter(s)
Co-presenter(s) must agree to all Terms & Conditions for participation. You must provide co-presenter's name, title, organization and a valid e-mail address. We strongly recommend no more than five (5) presenters per Accepted Proposals.
Upon notification of your proposal being selected for presentation at the Canadian Innovation Conference, the PCMA Canada East Chapter will provide the presenter(s) with the event details and the event terms and conditions. Presenter(s) must agree to all requirements as discussed and agreed to by the PCMA Canada East Chapter to be eligible to present at the Canadian Innovation Conference.

For all accepted submissions, the PCMA Canada East Chapter reserves the right to edit title, description, outcomes for promotional purposes.
Following proposal acceptance, our Education team will contact all session participants with information regarding session scheduling and speaker agreements.

It is expected that all presenters will adhere to the policies, procedures and deadlines established. This will help ensure that all information is posted and published in a timely manner for our attendees to view, and that all of your session needs are met.

PCMA Canada East Chapter events are non-commercial forums. Under no circumstances may a presenter promote a product, service, or anything else representing monetary self-interest. Failure to comply will impact future consideration. Any questions regarding this policy or a specific presentation should be directed to a conference Co-Chair.

Upon acceptance, presenter(s) must return the signed letter of agreement confirming their participation in the meeting.

Presenter Benefits
The PCMA Canada East Chapter is committed to providing senior-level education for our members and attendees – many of whom have responsibility for planning/executing their own meetings and events. To that end, we are equally committed to providing suitable benefits to those who present this cutting-edge education. The PCMA Canada East Chapter is fortunate to work with presenters who understand and are committed to supporting the chapter and our membership. Without this support, the PCMA Canada East Chapter would be unable to provide
the depth and breadth of exceptional quality of education that our audience expects and the chapter reputation represents.

**Some of the benefits presenters enjoy include:**

- Marketing and professional exposure to the entire PCMA Canada East Chapter membership, and members of related meetings industry organizations.
- Real opportunities through PCMA Canada East Chapter marketing and other efforts to book additional speaking engagements or secure other direct business from our members and attendees – a large audience of meeting professionals, many of whom are directly responsible for engaging presenters and who typically spend between $100,000 and $275,000 for speakers at their own meetings.
- Opportunities to engage directly with members, attendees and others in the meetings industry before and after the program through social media and other avenues – extending the life of your participation and engagement with this group of influential attendees.
- Enhanced professional credibility and prestige that comes from affiliating with the PCMA Canada East Chapter, whose events are considered among the most distinguished in the convention industry, renowned for their high calibre of educational programming.
- Generally, the PCMA Canada East Chapter does not provide an honorarium or reimburse for presenter expenses when speaking at the Canadian Innovation Conference.
- While presenters at sessions will receive a complimentary full registration to the conference, all other expenses will be the responsibility of the presenter(s). This will include transportation, accommodation, non-covered meals and incidentals. Speakers will be extended the same discount travel offered to planners.
- The organizer of each approved session of 60 minutes or longer will also receive one (1) night complimentary accommodation, single or double occupancy, to assign to themselves or to a co-presenter.