Speaker: Essentials Checklist

Speaker Application/Approval

- Submitting an application does not guarantee acceptance as a speaker.
- Include a title and description for each proposed session. TBHC will select which session or sessions you'll present.
- If accepted, submit your headshot and sign the liability waiver within **five business days** of your acceptance notice. Your speaker spot is confirmed once TBHC receives your headshot, bio, signed waiver, and session summaries.

Optional Session Recording

- TBHC is looking into audio-recording select sessions and offering them for sale to support its work in the homeschool community. You can indicate your interest in participating on the speaker application.
- If you indicate interest, TBHC will let you know whether your session was selected for recording. If selected, you'll receive a separate permission form to sign before the conference.
- Participation is voluntary. Speakers who participate are granting TBHC permission to record and sell their session without additional compensation or a share of sales.

Speaker Responsibilities/Expectations

- A screen and projector will be available as needed.
- Arrive at your assigned room **five minutes before** your scheduled speaking time.
- Begin your session by reading the intro script provided by TBHC.

Event Badges

- Each speaker receives **one name badge** for access to the Exhibitor Hall and conference areas.
- You may purchase **one additional name badge** for a guest, family member, or staff member assisting with your presentation. The badge is **$25 in advance** or **$30 on site**.
- If more than one person will accompany you, purchase a **family registration** for your group.
- Paid attendees who volunteer during your presentation may use their attendee badges.

Speaker Check In

- **Speakers with an exhibiting organization** will find their speaker badge in their organization's exhibitor materials.
- **All other speakers** should check in at Attendee Registration to pick up their speaker badge and speaker packet.