



Speaker: Essentials Checklist

Speaker Application/Approval

- *Submitting an application does not guarantee acceptance as a speaker for TBHC.
- *TBHC reserves the right to choose which of the sessions you will present.
- *Title(s) and description(s) of your presentation must be submitted, along with a headshot and completed waiver, prior to approval.

Speaker Responsibilities/Expectations

- *Access to a screen/projector will be available on a limited basis and **MUST** be pre-approved by management prior to the event.
- *Plan to arrive at your assigned room 5 min prior to your speaking time.
- *Begin your session by reading the intro script provided by TBHC.

Event Badges

- *Each speaker will be given **1 name badge** for entry into the Vendor Hall and Conference Areas.
- *You may **purchase 1 additional** name badge for a guest/family member/staff assisting you during your presentation.
- *If you will be utilizing paid attendees as volunteers during your presentation, they do **NOT** need an Exhibitor Badge in addition to their Attendee Badge.

Speaker Check In

- *Please check in with TBHC Staff at the Information Booth for your Event Badge.