



CEWL 2024
REACHING NEW HEIGHTS

50 years of leading quality WIL in Canada



TERMS OF REFERENCE FOR CONFERENCE SPEAKERS

Should your submission be accepted, you, and each of your co-presenters, agree to the following:

- 1. Speaker Terms:** One speaker must be identified as the Speaker Contact for the proposal and all session speakers must be included as co-presenters. If there is a change in the speaker line-up or session description, it is the Speaker Contact's responsibility to inform CEWIL as soon as possible by emailing jennien@cewilcanada.ca. Conference presenters can participate in a maximum of two sessions. This is to ensure a diverse cross-representation of speakers over the course of the conference. Any additional speakers that are already speaking at two other sessions, cannot be added as a co-presenter.
- 2. Register and Pay the Registration Fee:** Upon your acceptance, you will be required to register by April 30, 2024 at a special speaker registration rate. No other speaker compensation will be provided. Any co-presenters that have not registered for the conference will not be listed in the final conference program. CEWIL's registration rates and cancellation policy are available on the registration home page.
- 3. Presentation Content Terms:** Selling during sessions is NOT PERMITTED at CEWIL 2024. In cases where we receive multiple complaints about selling in a session, you risk your proposal being declined in future years. If you wish to promote your services, materials or products during the conference, please contact jennien@cewilcanada.ca about partnership, advertising and exhibitor opportunities.
- 4. Accessibility of Session Requirements:** It is our expectation that all conference sessions are accessible to delegates attending CEWIL 2024. All speakers must use the microphone provided in the rooms, use digital tools during their sessions to ensure delegates can follow presentations, and adhere to the guidelines on accessibility that will be provided to all speakers ahead of the conference.
- 5. Headshots and Bios:** Headshots and a short biography for those that accept the invitation to present at CEWIL 2024 will be due no later than February 29th, 2024.
- 6. Notification of Acceptance:** All Speaker Contacts will be notified regarding the status of their application for the CEWIL 2024 conference by January 31, 2024. Speakers who have been accepted will be required to confirm their acceptance by replying to the invitation email by the deadline included in that email. Waitlisted speakers will be updated as spots become available. If you are no longer able to present at any point, please send notification to jennien@cewilcanada.ca as soon as possible so that others on the wait list can be notified and have the chance to prepare.

Interested in becoming a conference volunteer? E-Mail Jennie at jennien@cewilcanada.ca

Looking for sponsorship opportunities? E-mail Jennie at jennien@cewilcanada.ca