



Speaker Agreement

Name: _____

Email: _____ Cell Phone: _____

If my presentation is selected, I understand the following:

- ☐ The event is being held on Thursday, April 30, 2026 and Friday, May 1, 2026.
- ☐ The University of Maryland does not pay speaker fees BUT speakers do not need to pay registration fees to speak and attend the two-day event.
- ☐ I could be selected to be a live speaker present in-person in College Park, MD or deliver a pre-recorded on-demand session.
- ☐ All in-person presentations are 45 minutes in total: 5 minute instruction, 30 minute presentation, and 10 minute Q&A. The session will be recorded and available for attendees to view for 1 year following event.
- ☐ All on-demand presentations will be 30-45 minutes in length and available on the Symposium website for attendees to view on April 22, 2026 plus be available for attendees to view for 1 year following event.
- ☐ If you have never presented at a UMD PM Symposium before, you will be required to submit a recording of you delivering your presentation when you submit your draft PowerPoint presentation. Government employees are exempt from this requirement.
- ☐ I must adhere to these important deadlines:
 - 1/22/26 Mandatory speaker webinar
 - 1/31/25 Registration deadline for all speakers
 - 3/22/26 Draft presentation due (plus recording for new speakers)
 - 3/31/26 All speakers receive feedback from UMD on draft presentations
 - 4/13/26 Recorded sessions and final presentations due for on-demand speakers
 - 4/16/26 Mandatory webinar for all in-person speakers
 - 4/20/26 Final presentations due for all in-person speakers

Signature: _____ Date: _____