

## SPEAKER CHECK LIST

- For usage by speakers who lecture at OOPA Events

### 1. SPEAKER

- a.  Curriculum Vitae
- b.  Photograph (jpeg format - please)
- c.  Brief Biography (less than 200 words)
- d.  Current Mailing Address (Home or Office)
- e.  Tax ID (for 1099 purpose)

### 2. COURSE

- a.  Course Title
- b.  Course Description or Summary (less than 200 words)
- c.  Lecture Outline (can send PowerPoint presentation for conversion)
- d.  Handouts/Course Materials
- e.  Designated Length of Course: 1 hour, 2 hour, etc.
- f.  Applicable Wet Labs, Hands-On Workshop Materials and Instruction.

### 3. MEDIA

- a.  Audio-Visual Needs: computer laptop, projection system, laser pointer, slide projector, overhead projector, other\_\_\_\_\_.

i. Note: The OOPA will provide a LCD projector, one laptop, and wireless mic.

### 4. TRAVEL ARRANGEMENTS

- a. Travel [Customarily 'self-arranged', reimbursed airfare for out-of-state speakers]
- b. Accommodations/Reservations [OOPA courtesy 1 day lecture to 1 night lodging if automobile travel time to meeting exceeds two (2) hours]
- c. Mileage [IRS rate]
- d.  Proposed Arrival and Departure Dates

### 5. SPONSORSHIP

- a.  Sponsorship Information or Contact (if applicable or 'self-handling')

### 6. CONTRACT [to be sent to upon speaker confirmation from OOPA]

- a. Speaker Agreement with OOPA  
contact: Lynne Olson, OOPA CEO Assistant: [lynne@oregonoptometry.org](mailto:lynne@oregonoptometry.org)
  - i. OOPA Honorarium Rate \$350/hour for OD lectures
  - ii. OOPA Honorarium Rate \$150/hour for Para lectures
  - iii. Direct Sponsor Monies (if applicable)
  - iv. Travel/Mileage/Accommodations (as noted)

Please email all information check boxed  as a MS Word Document attachment (photographs JPEG attachment) to:

**Lynne Olson, OOPA CEO, Executive Assistant: [lynne@oregonoptometry.org](mailto:lynne@oregonoptometry.org)**

*These required  materials are for our promotional materials, Oregon Board of Optometry approval for CE, and Convention planning. If course has been COPE approved, please provide the number assigned and expiration date.*