

## SPEAKER CHECK LIST

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
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 arrange 1 day lecture to 1 night lodging if automobile travel time to meeting exceeds two (2) hours] **Speaker pays folio to hotel upon check-out and then submits along with other receipts for reimbursement.**
  - 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: [lynne@oregonoptometry.org](mailto:lynne@oregonoptometry.org)
    - i. OOPA Honorarium Rate \$150 to \$200/hour for Para Lectures
    - ii. OOPA Honorarium Rate \$350 to \$400/hour for OD Lectures  
*Honorarium rates are OOPA policy unless otherwise negotiated.*
    - 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 Director of Operations : [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.*