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
      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

These required ✔ materials are for our promotional materials, Oregon Board of Optometry approval for CE, and Convention planning.