



florida dental
ASSOCIATION
CONVENTION

Tips and Tricks for Being Considered as a Florida Dental Convention Speaker

- I. **Budget/Honorarium**
 - The Florida Dental Association is a non-profit organization focused on improving public health and patient care. The focus of the Florida Dental Convention is to aid in this mission by providing quality continuing education. Please be mindful that budget is limited when submitting your proposal and speaking fee. All speaker honorarium is all-inclusive – including travel, lodging, meals, sponsorship funds, etc.
- II. **Speaker Packet**
 - [The Speaker Proposal Form](#) allows you to attach a speaker packet, CV or course listing to share all courses you can present. The planning committee will review the attachment and, if interested in additional course(s), will request additional information to be attaching a speaker packet or CV is an effective way to share your full course offerings, heightening your chance of selection.
- III. **Course Offerings**
 - Speakers are scheduled in a manner that produces the most informative and productive scientific program possible. FDC rarely selects a speaker for just one half-day course. Typically, speakers are scheduled to present for at least one full day and up to two full days. Please submit more than one course for consideration to increase your chance of being selected for placement on the program. When submitting more than one proposal, select the visit the [Speaker Proposal Form](#) again to populate a new form.
- IV. **Sponsorships**
 - FDC is happy to receive support from sponsoring companies. Companies can support a speaker with monetary funds and/or supplies and equipment needed for hands-on workshops. Please provide the names of potential sponsoring companies and contact information when completing the Speaker Proposal Form, if applicable. All sponsorship funds must be paid directly to FDC to ensure proper recognition and maintain CERP compliance.
- V. **Target Audience**
 - FDC asks that speakers provide the audience category that is most appropriate to attend the course. If the course is appropriate and appeals to more than one audience category, please select all that apply. FDC wants to ensure attendees are well qualified to attend the course and course content is not out of range. Note: Selecting all categories DOES NOT increase your chance of being selected.
- VI. **Volunteering Your Time!**
 - On Thursday of FDC, “Power Hour” lectures are offered for FDA and ADA members to attend for free. These one-hour speaking slots are available for new and emerging speakers, dental residents and/or those interested in volunteering their time to speak. Speakers interested in this opportunity will not receive compensation.
- VII. **Additional Comments**

- Please provide any insight regarding course and speaker flexibility. This section provides you with the opportunity to inform the planning committee of any additional information you may not have had the chance to add to the Speaker Proposal Form. For example, speakers use this section to inform FDC that their course can either be a lecture or workshop format and can be presented as a three- or eight-hour course.

VIII. **Special Requests**

- Ensure you are providing accurate information when completing the A/V, electrical and workshop sections of the Speaker Proposal Form. Whether you are submitting a lecture or workshop, FDC needs to be made aware of the necessary requests and requirements needed for you to present the most successful course.

**When completing your Speaker Proposal Form, the more details you include the better! This form is used to plan and execute your course(s) for the meeting.*