

# CALL FOR PAPERS

The Iowa Interpreters and Translators Association

**13<sup>th</sup> Annual Conference**

**DMACC Urban Campus, Des Moines, Iowa**

**June 17, 2017**

We invite you to propose a 60-minute presentation for the 13<sup>th</sup> annual IITA conference. **The deadline for submitting proposals is April 2, 2017.** Thank you for helping make our conference a success.

Name: \_\_\_\_\_ IITA Membership # (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Title of Presentation: \_\_\_\_\_

Language in which the presentation will be given:

English      Other \_\_\_\_\_ (please specify)

in English with examples in \_\_\_\_\_ (please specify)

Have you given this presentation before?      Yes      No      If "Yes," where/when:

\_\_\_\_\_

Presentation format(s). Please check all that apply:

Lecture      Discussion      Direct Practice      Other (please describe in your abstract)

This presentation is designed for translators and interpreters with the following experience level(s):

Beginner      Intermediate      Advanced

I will present:      at the conference in person

remotely via Skype

(If you select this option, you are confirming that you have Skype and know how to use it.)

What is your Skype account username? \_\_\_\_\_

## Submission Procedure

Please follow carefully to assist the conference committee in serving you better:

1. Fill out this form completely and save it on your computer.
2. Prepare an abstract in an electronic format (preferably in Word) to be used in the conference program. 250 word limit.
3. Prepare a biography in an electronic format (preferably in Word). 200 word limit.
4. To submit, e-mail this form, the electronic version of the abstract and bio(s) *as attachments* to [conference@iitanet.org](mailto:conference@iitanet.org) no later than **April 2, 2017**.

## Proposal Agreement

By submitting this proposal, I am making a professional commitment to present at the 13<sup>th</sup> annual IITA conference. If I become unable to present for any reason, I will contact the Conference Coordinator at [conference@iitanet.org](mailto:conference@iitanet.org) as soon as I am aware that I will not be able to attend.

I understand that if I wish to attend any conference sessions or events, I must register for the conference.

I affirm that this proposal is not intended to sell or promote products or services.

If my proposal is accepted, I understand that IITA will try to accommodate special requests for scheduling but can't give any scheduling guarantees.

If my proposal is accepted, I will prepare my presentation to the best of my ability and will meet all deadlines required.

If my proposal is accepted, I consent to IITA's use and distribution of my image or voice, and my name and likeness, in print, online, and video-based information and promotional materials, as well as other IITA publications.

## Audiovisual Support

You may bring your own laptop and utilize the available LCD projector to project the image of your laptop screen onto the in-room screen, or you may bring your presentation on a flash drive. Or, in the case of off-site presenters, you should plan on e-mailing your PowerPoint (or other presentation) AND your handout in PDF form so that they can be given to the attendees. We will coordinate with you to project the PowerPoint or other presentation on the screen at the same time that a window of Skype is open so attendees can both see and hear you.

**Please note:** Handouts must be submitted by **June 9<sup>th</sup>, 2017** so they can be provided to all attendees.

I understand the above information and will develop my presentation accordingly.

**Signature:** \_\_\_\_\_ (Type your name if submitting electronically)

By presenting at IITA's 13th Annual Conference, I hereby authorize the Iowa Interpreters and Translators Association, Inc., hereby referred to as "IITA," to publish photographs and/or video images taken of me on June 16 or 17, 2017, and name and likeness, for use in IITA's print, online, and video-based information and promotional materials, as well as other IITA publications.

I hereby release and hold harmless IITA from any reasonable expectation of privacy or confidentiality associated with the images specified above. I further acknowledge that my participation is voluntary and that I will not receive financial compensation of any type associated with the taking or publication of these photographs and/or video images in IITA information and promotional materials, or other IITA publications.

I acknowledge and agree that publication of said photos confers no rights of ownership or royalties whatsoever. I hereby release IITA, its contractors, its employees, and any third parties involved in the creation of publication of information or promotional materials, from liability for any claims by me or any third party in connection with my participation.

**NOTE:** This is a fillable PDF form. Please fill it out completely, save it, and e-mail it *as an attachment* to [conference@iitanet.org](mailto:conference@iitanet.org). If necessary, you can print it out and mail to: IITA Conference, PO Box 12031, Des Moines, IA 50312. If you have any questions about this form, please e-mail the Conference Coordinator at [conference@iitanet.org](mailto:conference@iitanet.org) or call **515-865-3873**.

Thank you,

IITA Conference Organizing Committee