



# SPEAKER RECOMMENDATIONS

IDAHO CONFERENCE ON ALCOHOL AND DRUG DEPENDENCY  
Boise State University Student Union

May 18-21, 2020 (Preconference skills workshops May 18<sup>th</sup>)

PLEASE FILL OUT AND SCAN/EMAIL TO: [joberle@attendicadd.com](mailto:joberle@attendicadd.com) or FAX to 208.466.7693

Committee member working topic or contacting speaker: \_\_\_\_\_

Speaker name: \_\_\_\_\_

Title of presentation: \_\_\_\_\_

Description of presentation:  
\_\_\_\_\_  
\_\_\_\_\_

Your name as you want it to appear  
in the brochure: (i.e., John Smith, CADC, LCSW) \_\_\_\_\_

Main phone contact number: \_\_\_\_\_ Cell (for emergency only) : \_\_\_\_\_

Email (required): \_\_\_\_\_

Date(s) you are being invited to speak on: \_\_\_\_\_

Time(s): \_\_\_\_\_

Will you require an honorarium? Yes      How much?      No

Travel requirements (city/airport, drive/fly, hotel req?): \_\_\_\_\_

**Deadlines:**

**Due: No later than January 15, 2020**

- **Biography:** Send a Speaker Introduction of 150 words or less to [joberle@attendicadd.com](mailto:joberle@attendicadd.com)
- **Presentation Description:** 75 words or less, for brochure
- **Presentation Lesson Plan** (or outline with timeline and content)

**Due: No later than March 30, 2020**

- **Audio visual and room arrangement requirements, specify here:**  
\_\_\_\_\_

**Due: No later than April 15, 2020: Digital speaker handouts. All speaker handouts provided to ICADD management by April 15, 2020 will be distributed via the ICADD Conference website.**

**Please note, for speakers requiring an honorarium or travel requirements, a separate speaker contract will be issued from the ICADD Foundation.**

Idaho Conference on Alcohol and Drug Dependency Attention: Conference Management PO Box 1311, Meridian, Idaho 83680  Voice: 208.466.2519    Email: <a href="mailto:joberle@attendicadd.com">joberle@attendicadd.com</a> Fax: 208.895.7872
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