



# AI+IM Global Summit 2026 Speaker Terms and Conditions

These terms and conditions are accepted during the session submission process and are provided here as a reminder.

The Contact/Submitter has full authority to submit on behalf of all Speakers/Presenters, including acknowledging these terms and conditions.

## General Terms

- All sessions and speakers are subject to AIIM approval through our peer and staff review process.
- AIIM retains the right to edit submitted information prior to use, including (but not limited to) proofing, adapting to the writing style and voice of AI+IM Global Summit, and editing for promotional use.
- AIIM may record presenters' images and voices for possible use in AIIM materials. Recordings may be edited, copied, exhibited, published, or distributed. (Special exceptions may be made for speakers whose employers prohibit such recordings.)
- AIIM retains speakers' personal data and information about their sessions indefinitely for archival and reference purposes.

## Speaker Eligibility & Requirements

**All consultants, analysts, solution providers, and end users may submit session proposals.** Sessions led or co-led by end users receive priority consideration in our selection process.

### **All speakers must:**

- Indicate their company type during submission
- Confirm their participation before submission is finalized
- Agree to speak only on educational content (no product demonstrations or commercial pitches)
- Have full permission and use rights to all information, images, quotes, and materials shared in their session

## Speaker Compensation & Registration

AIIM compensates speakers with complimentary AI+IM Global Summit registration. The complimentary registration will be granted **ONLY** to those listed on the original Session Submission Form, with a maximum of two (2) complimentary registrations per session.



AIIM does not provide reimbursement for travel, lodging, or other expenses related to speaking at the event.

### Important Registration Rules:

- AIIM will not accept any session submission if any Speaker's name is "TBD" or "a client." Complete speaker information is required at time of submission.
- If any Speaker changes after the original submission, those new Speakers will be charged the full Conference registration fee.
- If you submit more than two (2) speakers for a session, only two will receive complimentary registration.
- AIIM cannot accept any speaker substitutions after March 20, 2026.

## Speaker Obligations

Each accepted Speaker shall:

- **Submit required materials:**
  - High resolution color photo (in .png format), at least 1000x1000 pixels
  - 75-200 word professional bio
- **Participate in pre-event activities:**
  - Podcast/video interview prior to AI+IM Global Summit (schedule mutually agreed)
  - Speaker Orientation webcast (live or recorded version)
- **Work collaboratively:**
  - Communicate with AIIM's designated volunteers and staff member for the session
  - The Curator's role is to aid speakers in ensuring content meets the event's strategic goals, including interactive elements
- **Meet all deadlines:** Adhere to all deadlines on the event's "For Speakers" webpage. Failure to meet deadlines may result in AIIM withdrawing the speaking opportunity with written notice.
- **Follow conduct standards:** Adhere to AIIM's Code of Conduct throughout the event.

## Session Guidelines

### Content Requirements:

- Sessions should align with AIIM's strategic pillars and suggested topics
- Educational focus required - no product demonstrations or commercial content permitted
- One slide per speaker allowed for name, title, company, and contact information
- Sessions featuring end user perspectives and real-world implementations are strongly preferred



### **Submission Rules:**

- Session submissions cannot be changed or substantively edited after submission and approval
- Sessions are accepted as originally proposed unless otherwise communicated by AIIM in writing
- Sessions submitted without fully approved/confirmed Speakers will not be accepted
- Additional Speakers cannot be added to sessions after initial approval

### **Presentation Standards:**

- AIIM encourages use of the AIIM PowerPoint template or cover slide in all presentations
- Speakers will not receive attendee contact information or data

## **Review Process**

All submissions undergo a two-stage review:

1. **Peer Review:** Blind review process with weighted scoring, favouring sessions that include end users
2. **Staff Review:** Final selection ensuring balanced programming while prioritizing end user-led content and overall audience value

*By submitting a session proposal, you acknowledge that you have read, understood, and agree to these terms and conditions.*