

APRA EVENT REQUEST CHECKLIST

External Submissions | Non APRA Members

Please have the following at the ready before starting the event request process.



SPEAKER BIO:

Professional 150 word bio max (upload pdf or Word)



HEADSHOT:

Professional/casual, event dependent (upload png or jpeg)



SPEAKER FEES:

If requesting compensation, both documents below are required

W-9 (upload pdf or png)

APRA Speaker Agreement (link found within the APRA Event Request Form)



OUTLINE & AGENDA:

Learning Objectives (3), topics, subtopics (upload pdf or Word)

Timestamped agenda with session titles, breaks, etc. (upload pdf or Word)



EVENT FORMAT:

Virtual: provide the link to your session (copy/paste)

In Person: provide the facility name and address



MARKETING COLLATERAL:

Digital flyer with pertinent event information (pdf, jpeg, or png)

Digital image for social media promotion 500 x 500px (png or jpeg)