Member Planning Checklist for APRA Event Requests

Internal Member Submissions

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 or casual, based on event (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 From)

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: secure the link from APRA then copy/paste in the request form
In Person: provide the facility name and address

MARKETING COLLATERAL:

If you or your agency are able to create promotional materials, please provide:
Digital flyer with pertinent event information (pdf, jpeg, or png)
Digital image for social media promotion 500 x 500px (png or jpeg)