



Training Officers CONSORTIUM

TOC Annual Institute Speaker and Presentation Policies

Your Commitment to Speak

Sharing your expertise with TOC registrants at the Annual Institute is a valuable contribution to the profession's field of knowledge and to the individual learning of our participants. If you are selected, please view this opportunity as a commitment like any other and ensure that you are able to deliver the session by securing the support of your organization and managing your workload and clients to keep this time open. We understand that things do happen and appreciate your advance notice in the event of extreme circumstances that prevent your attendance.

Lodging, Meals, & Travel Expenses

TOC is a nonprofit educational association. Delivering an education session is done on a voluntary, unpaid basis.

Speakers who are current TOC 2022-2023 Registrants for the Full Program Year or AI Only are provided with a room at the hotel in which the AI is being held (Sun-Tues), meals each day, and access to the special events.

Speakers who are not registrants are not provided with lodging but are welcome to participate in sessions and meals on the day of their presentation.

Travel and personal expenses are not covered by TOC.

Noncommercial Policy

The TOC educational programs are learning experiences first and foremost, and as such must be noncommercial in content and delivery.

Speakers must:

- Eliminate any form of direct promotion of the speaker's product or service for monetary self-interest. Case studies will highlight how practical application of products or services impacted outcomes for an organization or client without direct promotion of the products or services.
- Refrain from overt statements, harsh language, or pointed humor that disparages the rightful dignity and social equity of any individual or group.

Proposal Submission, Session Delivery and Speaker Limits

Proposal Submission

TOC continues to seek and provide a balanced slate of speakers with a diversity of backgrounds, viewpoints, and organizational affiliations.

Speaker Limits

Concurrent sessions are limited to two speakers.

Session Delivery Limits

Most speakers will be limited to one session, except for sessions delivered both as a concurrent session and live webinar. Speakers may also serve on a panel in addition to delivering a session. Exceptions are at TOC's discretion.

Event cancellation

Cancellation of Event

TOC reserves the right to cancel the event in the case of acts of God, war, government regulation, disaster, strikes, civil orders, terrorism, curtailment of transportation facilities, or other emergencies making it inadvisable, illegal, or impossible to provide the facilities or to hold the event.

TOC reserves the right to cancel the event due to low enrollment.

If the event is cancelled for any of the above reasons, TOC will not be responsible for any expenses or fees.