



## Terms and Conditions:

*LCI sincerely appreciates the willingness of professionals to share their time and experience. Based on past experience, the following policies have been established to ensure that the LCI Congress runs as smoothly as possible again this year:*

- Submitters must meet the final abstract submission date: **March 2, 2023.**
- Speakers are required to submit an outline of their presentation, and list of co-speakers, **by July 14, 2023.**
- Each speaker will receive a \$200.00 discount off the LCI Member price to his/her registration fee for the two-day event. **All speakers must register for Congress by July 22, 2023.** (Registration for the full two-day Congress Core Program [Oct. 25-26] only is required. Additional days may be added later, when travel/attendance plans are finalized.) Failure to meet these requirements may result in elimination of your presentation from the Congress program.
- **Speakers are required to present in-person at Congress (Detroit, MI). Speakers traveling from out of town must arrange for hotel accommodations through the LCI room block.** Travel and hotel reservations and expenses are the speakers' responsibility.
- Course descriptions may be used to obtain AIA CES credits. Under AIA rules, presentations **may not** include any company or organization logos beyond the first slide, nor any forms of sales or marketing.
  - Speakers will receive a separate e-mail indicating his/her specific time slot during the Congress program.
  - Each speaker will receive an AIA Speakers Agreement, which must be signed and returned to LCI **by June 28, 2023.**
  - All speakers must sign a LCI Speaker Consent and Release form **by June 28, 2023,** granting LCI permission to use your presentation in audio or video form as part of our Congress video archive to be displayed on the app and the password-protected page.
  - On the day of the presentation, speakers will be provided with internet connection, microphone, projector and screen. Speakers must use the computer provided by LCI's AV provider to ensure the recording of the presentation occurs. Speakers are required to visit the speaker ready room at least 2 hours before their presentation occurs to



ensure it is properly uploaded. If there are additional/specific needs, please notify LCI **by August 28, 2023**, by contacting [joanp@leanconstruction.org](mailto:joanp@leanconstruction.org).

- A final version of the presentation must be submitted **by October 4, 2023**. Failure to meet this date may result in elimination of your presentation from the Congress program. Timely presentation submission reduces the risk of technical issues and ensures the presentation content is delivered with the highest possible quality. Presentations will be made available to registrants after Congress via the conference app and on a password-protected page with speakers' permission.
- Each presentation will be assigned a LCI Congress champion. Speakers must work with champions to finalize presentations, make introductions/moderate onsite, and ensure specified deadlines are met. A champion will contact each speaker in the weeks following an abstract's acceptance.
- **LCI will not cover the expense of hand-outs or other printed material**, or shipping of any presentation material. LCI is also not responsible for shipping or tracking any session materials. All presentations will be made available in .pdf format in the LCI app and during Congress, and on the LCI website, after Congress.