

# **“Let’s Talk Adoption”<sup>SM</sup> – The New Jersey Adoption Conference**

## **Concerned Persons for Adoption**

### **2008 Workshop Speaker Guidelines**

The “Let’s Talk Adoption”<sup>SM</sup> conference is non-commercial, educational, non-profit conference coordinated entirely by volunteers. CPFA has no paid employees. The goal is to keep the registration fee low, and free admission is provided in deserving cases. We provide one annual scholarship to a student intending to work in child welfare. The conference operates on a break-even basis and the only sources of revenue are registration fees, a percentage of book sales, and small donations.

#### **Keynote Speaker**

- Speaker fee will be as negotiated. This is generally for the keynote plus two workshop presentations.
- CPFA will pay reasonable expenses: economy airfare, meals, up to two nights in a hotel to be reserved by CPFA.
- CPFA will provide transportation from the hotel to the conference site.
- If the keynote speaker is within a reasonable driving distance we will pay mileage and tolls and pay for up to two nights in a hotel to be reserved by CPFA.
- All book sales are to be through the conference bookseller. No book sales will be allowed directly by the presenter or during workshop sessions.
- CPFA will make copies of a reasonable size for the keynote address handouts as well as those for their workshop sessions.

#### **Other Speakers**

- We do not pay speaker fees, except for the keynote.
- We can pay an occasional honorarium, or help with travel expenses, in special circumstances to unpaid volunteer organizations. This will be at the discretion of the conference committee.
- Speakers are required to bring their own handouts. CPFA will provide an estimate of the number of workshop attendees 2 weeks prior to the conference date.
- As above, all book sales are to be through the conference bookseller. No book sales will be allowed directly by the presenter or during workshop sessions. Book signing by authors will occur at specified times in the book sales room on the day of the conference.

#### **Final Decisions**

- The conference committee has the sole right to reject any speaker, organization or material they consider does not meet the educational/non-commercial spirit of the conference.

**If you have any questions please contact Kathleen Strakosch Walz at [kswalz@verizon.net](mailto:kswalz@verizon.net).**

***“Every Child Deserves a Family” ~ Concerned Persons For Adoption ~***  
[www.cpfanj.org](http://www.cpfanj.org)