

WELCOME TO WPPI 2021!

We are grateful to you for speaking and sharing your expertise with our audience.

ENCLOSED IS YOUR 2021 SPEAKER INFORMATION CONTAINING DETAILS ON:



SPEAKER CHECKLIST (DUE JUNE 8, 2021)

Signed Speaker Contract/W-9/Bank Details Form submitted through **DOCUSIGN**

- Speakers who reside outside of the US: please submit a W-8BEN and Bank Details Form.

Blank copies of these forms can be requested by emailing operations@wppievents.com

PLEASE NOTE: If bank details and all necessary payment documents aren't complete, signed and received prior to the show start on 8/15/21, you agree to forfeit payment for your speaking engagement.

Complete Speaker Badge, A/V and Housing Form via [this link](#).

Book your airfare (if applicable) by contacting Lori Bartella with Travel Edge (714) 619-8840 x2179 or Lori.Bartella@traveledge.com.

Please note her hours are 9am-5:30pm ET.

IMPORTANT NOTE: If airfare is included as part of your Speaker Contract, expenses will ONLY be covered if flights are booked directly through Travel Edge.

Help promote **WPPI** and your session via social media, newsletters and your website!

[Click here to find logos and other resources](#)

All Speakers are required to attend **WPPI SPONSORED EVENTS**.

We appreciate all you do to make **WPPI CONFERENCE + SHOW** enriching and successful!

Sincerely,

Arlene Evans
Content Director, **WPPI**
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Michael Sauer
Conference Manager
Emerald
Michael.Sauer@emeraldx.com

WPPI 2021 LOCATION AND DATES Mirage Hotel • August 15-19, 2021

SPEAKER BADGE, A/V AND HOUSING

- Please complete the Speaker Badge, A/V and Housing Form via [this link](#).
- It is each speaker's responsibility to bring a laptop.

IMPORTANT NOTE: Audio-visual technicians will be available to assist you with your presentation set-up. To ensure presentations run smoothly, all speakers will be required to check-in at the **SPEAKER READY ROOM: TRINIDAD A** at least 20 minutes before the session to pick up speaker badge and connect on any AV needs.

SPEAKER FEE + W-9

If you will be receiving a speaking fee from **WPPI**, we are required to have you complete a **W-9 TAX FORM** and **BANK DETAILS FORM** no later than **JUNE 8, 2021**. Please return these documents via **DOCUSIGN** with your contract. The forms must be filled out for the person or company that is receiving the payment. You will not be reimbursed for ground transportation, meals or incidentals. The only payment you will receive will be listed in your speaker contract. All speakers must fill out the **BANK DETAILS FORM** in order to be paid. Speakers will not receive payment on show site. Payment will be sent via electronic transfer only. Please note Emerald payment policy is NET 60 DAYS from the day the payment is approved post-event. Turning in your W-9 (or W8-BEN) and Bank Details Form in advance will help expedite your payment.

PLEASE NOTE: If bank details and all necessary payment documents aren't complete, signed and received prior to the show start on 8/15/2021, you agree to forfeit payment for your speaking engagement.

AIR TRAVEL

WPPI will submit your name to Lori Bartella at Travel Edge, our travel partner, and place you on the 'approved to book list'. Please contact Lori at (714) 619-8840 x2179 or Lori.Bartella@traveledge.com to make your reservations. Please note her hours are 9am-5:30pm ET. Emerald assumes no financial liability for tickets purchased within 21 days of the flight date. Emerald will not reimburse you for tickets purchased through another travel agent or directly booked from any airline. If Speaker plans to drive to Las Vegas, please contact Michael.Sauer@emeraldx.com.

SPEAKER READY ROOM

The Speaker Ready Room is located in meeting room **TRINIDAD A** of the Mirage. You will pick up your Speaker badge here only. Assistant badges are to be picked up at the main registration counters. This room is a quiet place for speakers to prepare for the sessions. Please be courteous of your fellow speakers. Please do not invite non-speakers to this room unless they accompany you.

REGISTRATION

WPPI will register you. You will receive an email confirmation once this has been completed.

Additionally, each speaker can bring up to two (2) assistants. Please provide assistant names and email addresses via the **SPEAKER ASSISTANTS FORM** by **JUNE 8, 2021**.

SPEAKER MODEL REQUEST

Please complete the Speaker Model Request Form via [this link](#) by June 8, 2021 to request a model for your Seminar Class, Photo Walk or Summit. **WPPI** will provide a maximum of (1) model for your program. Please be specific in your requirements.

ONLY FOR SPEAKERS WHO RESIDE OUTSIDE OF THE U.S.

SPEAKER FEE + W-8BEN

If you will be receiving a speaking fee from **WPPI**, we are required to have you complete a W-8BEN tax form and Bank Details Form no later than **JUNE 8, 2021**. Please return the **BANK DETAILS FORM** via **DOCUSIGN** with your contract. The form must be filled out for the person or company that is receiving the payment. You will not be reimbursed for ground transportation, meals or incidentals. The only payment you will receive will be listed in your speaker contract.

Please email a completed, signed copy of your **W-8BEN** form to operations@wppievents.com. If you need a blank copy of this form, please email Michael.Sauer@emeraldx.com to obtain.

All speakers must fill out the **BANK DETAILS FORM** to be paid. Speakers will not receive payment on show site. Payment will be sent via international wire transfer only. Please note Emerald payment policy is NET 60 DAYS from the day the payment is approved post-event. Turning in your **W-8BEN** and **BANK DETAILS FORM** in advance will help expedite your payment. **PLEASE NOTE:** If bank details and all necessary payment documents aren't complete, signed and received prior to the show start on 8/15/2021, you agree to forfeit payment for your speaking engagement.