



The AWSCPA of Georgia is known for providing superb, affordable CPE. Our CPE and, in large part, our Scholarships are made possible through the generous support of our wonderful Speakers. To each of you – thank you for your support, your expertise, and your time! We could not do this without you!

2016/2017 Speaker Guidelines

Please refer to the 2016/2017 Program and Networking Opportunities for detailed information on each of our Programs and Speakers, including Speaker contact information and Bios. Here's the link: http://awscpa-ga.org/images/downloads/2016_2017_program_and_networking_opportunities_rev_4_23_2016.pdf

We encourage you to promote your particular program to your contacts; and, they are welcome to participate in the entire day of your presentation at the AWSCPA Member rate, by selecting the “AAP - Member Option” & entering your Name as Speaker in the Comment Box.

Logistics on Seminar Day – You are invited to join us for any part of the day or all of the day. At a minimum, please arrive 20-minutes prior to your presentation time. If you are not the 1st session of the day or the 1st session after lunch, there will be a 10-minute break between the preceding session and yours. During that time we need to change over the program and get things set-up for you.

Room layout is either set up in Round Tables (with seating around 1/2) or Classroom Style in a Chevron layout. The layout is generally determined based on the program format and participant counts. If you desire a particular layout that does not hinder another Presenter, we will work to honor your request.

Handouts & the Detailed Program - If you would like us to make copies of handouts we are happy to do so. Please send your presentation (in PowerPoint, Word, or PDF) to the Program Contact by the Friday prior to your Program. We generally provide a head-count on the Tuesday prior to your session.

Presentation Time

- Generally, our programs are created in 2-CPE hour blocks. Each 2-CPE hour block represents actual presentation time of 100 minutes or 1 hour 40 minutes. In order to stay on track for the full-day, it's imperative that each speaker honor their allotted time.
- We will assist you in monitoring your time by alerting you to the remaining time at the 60-minute, 30-minute, and 15-minute increments. We respectfully request that you promptly begin wrapping at the 15-minute warning so that your session concludes promptly.
- Speakers who are CPAs earn 2 CPE hours for every 50-minutes presented.

Audiovisual Equipment - A laptop, projector, white screen, and microphone are available for the speaker's use.

Presentation Format - The group members are fairly savvy and tend to ask a lot of questions. If the questions are pulling the presentation off track, don't hesitate to bring it back.

Collecting Business Cards of Attendees

- AWSCPA of Georgia does not distribute the list of attendees' contact information.
- We encourage speakers who wish to gather attendee names to ask for business cards, pass around a basket to collect them, or to have business card drawings.

Continental Breakfast, Lunch, and Beverages will be provided the day of your program.



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Meeting Location

Trinity Presbyterian Church – Building B
3003 Howell Mill Rd NW, Atlanta, GA 30327
#404-237-6491

Driving Directions

Coming from the North or South on I-75:

- Exit at Moores Mill Road (Exit 254)
- At the top of the exit ramp, turn left onto Moores Mill Road
- Travel east ½ mile to the intersection with Howell Mill Road, the Church is located on the right side of Moores Mill Road.
- Go to the white sign - marked Moores Mill entrance and turn into the Trinity parking lot.
- Follow the signage to the reception lobby.
- Turn left prior to reaching the gym.
- The reception lobby is located in the building where the portecochere (portico) is and we are in Building B just to the right of the portico.
- Look for our signage - you will enter Building B from the parking lot and will immediately be in our room.

From I-85 North:

- Traveling south on I-85, exit at I-75 North (Exit 85)
- Follow directions above

From I-85 South:

- Traveling north on I-85, exit to I-75 North (Exit 247)
- Follow directions above

From I-20 East or West:

- Exit at I-75/85 North (Exit 57)
- Continue on I-75 and follow directions above