

Speaker Policy

Thank you for agreeing to present as a speaker at a TRSA event. We are grateful for your participation and the time and expertise you bring to the program.

To ensure a high-quality and consistent experience for attendees, all invited speakers are expected to adhere to the following guidelines. If you have any questions, please contact Salita Jones, Director of Education & Events, at 540-632-1937 or sjones@trsa.org.

Speaker Expectations

Subject Matter Expertise

Speakers are expected to present with a strong depth and breadth of knowledge on their topic, delivering content that is current, accurate, and relevant to the audience.

Learning Objectives

Presentations should include clear, concise, and measurable learning objectives, which are shared with attendees at the beginning of the session.

Presentation Template

Speakers are required to use the official TRSA presentation template for all session materials. This ensures consistency in branding and formatting across the program.

Non-Commercial Content

Presentations must remain educational and may not include promotion of products, services, or publications. Company logos may appear only on the opening and closing slides. Distribution of promotional materials requires prior TRSA approval. Contact information may be included; however, promotional offers are not permitted. Speakers may share additional information with attendees who voluntarily provide their contact details.

Pricing and Cost Discussions

Speakers may not discuss or disclose product costs, pricing strategies, or specific financial information related to services or offerings. All content should focus on education, best practices, and industry insights rather than commercially sensitive details.

Professional Conduct

Speakers are expected to maintain a high standard of professionalism and foster an inclusive environment. Discrimination or inappropriate conduct based on gender, ethnicity, religion, age, disability, socioeconomic status, sexual orientation, or any other protected characteristic will not be tolerated.

Logistics and Participation

Registration and Expenses

For TRSA events, Operator Members receive a 50 percent discount and Supplier Partners receive a 30 percent discount on full conference registration. Please refer to the confirmation email for details. Speakers are responsible for their own travel expenses unless otherwise specified in a written agreement with TRSA.

Speaker Substitutions

Speaker substitutions are not permitted without prior approval from TRSA. If you are unable to fulfill your speaking commitment, please notify TRSA as soon as possible so that appropriate arrangements can be made.

On-Site Expectations

Speakers should arrive at least 15 minutes before their session, adhere to the scheduled timeframe, and present themselves in professional business attire.