

Procedures for Submitting the **Speaker Release Form**:

- 1) Please visit the following web site: [ASTD 2010 ICE Speaker Login](#)
- 2) Enter your E-Code and click "login"
- 3) You will see a grid with your listed sessions
- 4) You have to submit a separate form for each session listed
- 5) Click "Submit Forms"
- 6) Next, you will see another grid
- 7) Click "Speaker Release Form"
- 8) Please enter and review the requested information
- 9) In order to have a copy for your files, please copy and paste this completed page into a document and save it for your future use or you can print the page
- 10) Once you have entered and reviewed the completed form, please go down to the bottom left and you must choose: "I Agree to all terms and deadlines above" and then click the "Submit" command or button

REMINDER:

The *Speaker Release Form* is due: **February 24, 2010**

Any questions, please email us at: speakers@astd.org or call us at: 1.703.838.5850

Anetia Scott
Education Department
ASTD
1640 King Street
Alexandria, VA 22313
1.703.838.5850 (office)
speakers@astd.org