



Animal Care Expo 2025 Call for Proposal Requirements

- Before submitting a proposal, it is your responsibility to confirm that all persons listed as speakers agree to and have knowledge of their inclusion in the proposal.
- Please ensure that all persons listed as speakers will be available for Animal Care Expo 2025 in Las Vegas, NV, April 15-18 as a workshop could be scheduled over any of the dates of the event.
- Any form of commercialism or vendor bias in the proposal will not be accepted.
- Speaker Limit (4): Please ensure each speaker provides a meaningful contribution to the objectives of the workshop. While we are allowing up to four speakers, you are not required to include the maximum number of speakers when submitting your proposal. Learning Labs may be the exception to this.
- If a speaker changes employment after a proposal is accepted, the submitter/speaker must notify HSUS immediately. If the content references the speaker's previous employer, the speaker must obtain permission from management within the previous organization approving the person to speak on behalf of the organization and forward that approval to HSUS. HSUS will determine whether a workshop remains in the schedule or is cancelled due to employment changes.
- If there is a speaker change after a proposal is accepted, the submitter/speaker must notify HSUS immediately. HSUS will send the submitter/speaker a speaker change request form to complete and submit to HSUS. HSUS will determine whether a workshop remains in the schedule or is cancelled due to speaker changes.
- Organizations can submit as many proposals as they want. However, no more than five proposals will be accepted from one organization.
- Accepted speakers are required to sign the Events Terms and Conditions and Event Speaker Agreement, confirming their agreement to the terms listed in those documents
- Presentation deadlines, guidelines and requirements will be sent to speakers upon acceptance. Speakers are expected to meet all listed deadlines. Failure to do so may result in removal from the conference or denial of future submissions.
- Accepted speakers will receive a complimentary, non-transferable full conference registration for Expo and should not register until they receive registration instructions from HSUS.
- Accepted speakers are responsible for their own travel and/or hotel expenses. If it is not possible for you, your employer or a sponsor to fund travel expenses in order for you to present, we invite you to complete a grant-subsidized speaker application.
- Unless local, all accepted speakers are required to stay within the official Expo group housing block, regardless of financial assistance from HSUS.
- Once submitted, submitters will receive a confirmation email. If this email is not received, it is the submitter's responsibility to confirm with HSUS that the proposal application was successfully submitted.