Dear [Invited Speaker],

We understand that a last-minute conflict or issue prevented you from presenting on your invited topic at the [Meeting Name], and that another attendee presented in your place. To honor our commitment to you as the original invited subject matter expert, we are reaching out to you with an invitation to submit a recorded version of your planned presentation ([Title from Meeting Program]).

As you may be aware, it is AAPM policy to capture meeting presentations and make them available in the Meeting Platform, and then in the AAPM Virtual Library after the close of the Meeting Platform. The AAPM Virtual Library is a repository of scientific and educational content sourced from more than 50 AAPM Meetings, Workshops, and Summits over the past two decades. Preserving the valuable work of our invited speakers benefits the AAPM Membership by making it available for review, self-study, and potentially as the source material for formal continuing education activities.

If you choose to submit your own recording of your presentation, it will replace the in-person recording in the Meeting Platform (after the close of the evaluation period, no sooner than 6 weeks after the end of the meeting) and it will be uploaded to the Virtual Library accompanied by a statement thanking the in-person speaker for their contribution. We will provide you with the appropriate technical requirements for the submitted file. Your recording must be received by 2 months after the end of the meeting. If you would like it to be included in the meeting USB, it must be received no later than 4 weeks after the end of the meeting. If you choose not to submit a recording, the in-person recording from the meeting will be put in the Virtual Library. We would be grateful if you would let us know whether or not you plan to submit a recording.

A letter has been sent to the in-person speaker as well, explaining AAPM’s policy.

Thank you for your consideration.

[Signature]