Dear [Substitute Speaker],

AAPM would like to express its gratitude for your willingness to stand in for [Invited Speaker] and present on the topic of [Title from Meeting Program] at the [Meeting Name]. Last-minute cancelations by our invited speakers due to travel, health, or other issues are an unfortunate reality of conference planning, but the willingness of attendees such as yourself to step in on short notice and present in their place helps to mitigate the impact on our meeting program and ensures that our meeting registrants still have the opportunity for a fulfilling and satisfactory experience.

As part of the AAPM content capture policy for meetings, your presentation was / will be recorded and made available to registrants on the [Meeting Name] Platform. We will also strive to update our evaluation system to reflect you as the presenter so that feedback from attendees can be provided to you. To do this, we will need to list you as the presenting author on the abstract as posted in the Meeting Platform (but not in the printed program or in the journal) for the duration of the evaluation period (generally 6 weeks after meeting end), even if you were not one of the original authors. The authorship will be reverted to its original form following the close of the evaluation period. This change is temporary and does not imply or confer any change in the academic ownership of the material presented.

Please note that in the event of a cancellation by an invited speaker, it is AAPM policy to offer the invited speaker the opportunity to submit a recording of their planned presentation. If the invited speaker provides this recording it will be uploaded to the Meeting Platform in place of your presentation at the close of the evaluation period and to the AAPM Virtual Library in accordance with AAPM policy.

To highlight your contribution, a statement recognizing you as the in-person speaker for this presentation will be included in the AAPM Virtual Library.

Thank you again for your contribution to the [Meeting Name].

[Program Director Signature]