

34th International Congress of Clinical
Neurophysiology – ICCN 2026

Speaker and Moderator Handbook

September 8-12, 2026

Centro de Convenciones Cartagena de Indias Convention Center (CCCI)

Cartagena, Colombia

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WELCOME

Dear ICCN Speaker,

Welcome, and thank you for joining us as a speaker and/or moderator for the 34th International Congress of Clinical Neurophysiology (ICCN 2026) taking place September 8-12, 2026, at the Centro de Convenciones Cartagena de Indias Convention Center in Cartagena (CCCI), Colombia. We are delighted to have you share your expertise and insights with our attendees on site.

Your contribution plays an important role in shaping an engaging and memorable program. This handbook includes important details to help you prepare for your participation as a Moderator and/or Speaker. Please review the materials carefully and return the appropriate forms by the dates listed below to accept and confirm your participation.

We are committed to making your Congress experience enjoyable and seamless. Please utilize the [FourWaves software](#) link which after you provide your information will be your go-to source for your session date, time, and room assignment(s), audiovisual arrangements, and registration details. Should you have any questions, please contact Kathy Uy, MS CMP – ICCN Senior Meetings Manager at kuy@ifcninfo or +1 262.366.3810 on WhatsApp.

Once again, thank you for being part of ICCN 2026. We look forward to your presentation and to welcoming you to Cartagena, Colombia in September!

With appreciation,

Jorge Gutierrez and Hatice Tankisi
ICCN 2026 Scientific Committee Co-Moderators

Scientific Committee of International Congress (SC) Members:	Organizing Committee of International Congresses (OCIC) Members
Ambra Stefani, Sleep Neurophysiology and Sleep Science Aysegul Gunduz, Brainstem Caterina Leone, PAINterest Claudio Babiloni, Adv EEG-MEG Techniques Edicson Ruiz, PM&R Chief, Dept at the Uni Nacional in Bogotá Lisa D Hobson-Webb, IFCN Society of Neuromuscular Imaging Margitta Seeck, Editor in Chief, Clinical Neurophysiology Practice Journal Robert Chen, Editor in Chief, Clinical Neurophysiology Journal Ulf Ziemann, Brain Stimulation	Jonathan Cole – IFCN President/Moderator of OCIC Aatif Husain – IFCN Treasurer/co-Congress Treasurer Jorge Gutierrez – IFCN Secretary/Congress Scientific Committee co-Chair Walter Paulus – IFCN Past-President Andrea Giraldo – Congress Secretary Carlos Rangel – Congress Convenor/AMCE President Enrique Estevez – Moderator of Congress Local Organising Committee Hatice Tankisi – Congress Scientific Committee co-Moderator Margitta Seeck – Editor-in-Chief, Clinical Neurophysiology Practice Robert Chen – Editor-in-Chief, Clinical Neurophysiology Salomon Abuchalbe – Congress Treasurer
IFCN Staff	
Kathy Uy, Senior Meeting Planner Kay Whalen, IFCN Secretariat Kim Zaiss, Executive Director	

IMPORTANT MODERATOR & SPEAKER DUE DATES

Moderator and Speaker Timeline - <u>Due Date</u>	Item <i>*dates and items may change, please check back regularly</i>
<input type="checkbox"/> Tuesday, January 20, 2026	<p>Speaker Acceptance DUE: Speakers must accept and confirm in-person attendance at ICCN 2026.</p> <p>* Periodic reminders will be sent as the date approaches to those who have not yet completed this task.</p> <ul style="list-style-type: none"> Speakers who do not respond by this date will have their invitation withdrawn. The next speaker on the waitlist will then be invited.
<input type="checkbox"/> May 1	<p>Moderators: Moderators must submit Audiovisual and Equipment Request Forms to IFCN Headquarters (one form per session, not per speaker). The Moderator should review all audiovisual and equipment requirements and share them with IFCN. Any requests for items not listed below must be confirmed with IFCN Headquarters in advance.</p> <ul style="list-style-type: none"> Meeting rooms include screen, projector, laptop, podium w/mic, laser pointer, speaker table for 3-4 w/table mic. Plenary/Lecture/General Assembly room includes stage, podium w/ mic, two large screens <p>Speakers: Please note reliable internet is not available onsite-please download your presentation (and any links/videos) and provide to the Speaker Ready Room onsite.</p>
<input type="checkbox"/> June 8	<p>Hotel Cut-off / Early Bird Registration Cut-off: Speakers are advised to book their hotel accommodation at the venue of their choice by this date. It is also recommended to finalize your flight arrangements.</p> <p>Periodic reminders will be sent as the date approaches to those who have not yet completed this task.</p>
<input type="checkbox"/> June 30	<p>Deadline to update session content for the final program.</p> <p>Licensing Permission Agreement and Release Form must be submitted to IFCN Headquarters.</p> <p>Final course and session descriptions, together with speaker affiliations and contact information, are due by June 30.</p> <p>Moderators may review existing session and course information on the ICCN 2026 FourWaves website.</p>

<input type="checkbox"/> Moderator and Speaker Timeline - <u>Due Date</u>	Item - continued
<input type="checkbox"/> August 1	<ul style="list-style-type: none"> • Final slides (in PowerPoint) due for Pre-Congress Education Courses and Symposia Scientific Sessions.
<input type="checkbox"/> September 8-12	<p>34th International Congress of Clinical Neurophysiology (ICCN 2026) Cartagena, Colombia</p> <ul style="list-style-type: none"> • Tuesday and Wednesday are pre-Congress sessions which will cover fundamental education and recent scientific advancements in central and peripheral clinical neurophysiology and include workshops and teaching courses. • The three-day Congress (Thursday-Saturday) will include plenary lectures and symposia. Educational sessions on Saturday will conclude at 1:00pm.
<input type="checkbox"/> October 12, 2026	<p>IFCN will disburse travel Honorariums to eligible speakers who have attended and presented at the ICCN, once their Speaker Travel Honorarium Request has been submitted.</p>
<input type="checkbox"/> December 8, 2026	<p>Final deadline to submit Speaker Travel Honorarium Requests for speakers who attended ICCN 2026.</p>

SPEAKER ACCEPTANCE PROCEDURE

We are pleased to invite you to speak at ICCN 2026. To accept this invitation, each speaker must complete their own registration by following the instructions below. Speakers are required to accept or decline the invitation no later than [January 20, 2026](#) – see the required steps below.

THERE ARE THREE CATEGORIES OF SPEAKER INVITATIONS. PLEASE REVIEW YOUR INVITATION(S) CAREFULLY TO UNDERSTAND THE SPECIFIC BENEFITS ASSOCIATED WITH EACH. As each session constitutes a separate invitation, you may receive multiple invitations.

- **Pre-Congress and/or Spanish Track (only)**: Invited Pre-Congress and/or Spanish Track Speakers will receive complimentary registration for your assigned Education Course. Fees for additional Education Courses and/or for Congress attendance are not waived and must be paid during the registration process. Please register on your own to attend the Congress. If you wish to decline the speaker invitation, please forward your invitation to Kathy at kuy@ifcn.info and denote the reason so we may share with the planning committee.

Action Steps to ACCEPT Pre-Congress and/or Spanish Track Invitation: DUE: January 20, 2026

1. Accept Speaker Invitation: <https://event.fourwaves.com/iccn2026/registration>
 2. Submit disclosure: <https://disclosure.amedcoedu.com/events/8569>
 3. Register for Congress: <https://iccn.ifcn.info/registration/register-for-iccn>
 4. Speakers are required to complete each of these steps by January 20, 2026 to formally accept the invitation.
 - a. Periodic reminders will be issued to individuals who have not yet completed these tasks as the deadline approaches.
- **Congress Symposia Speaker**: In appreciation of your participation as a Congress symposia speaker, you will receive complimentary registration for the Congress. **By accepting the invitation and submitting the form on the Speaker Management Portal, you will be automatically enrolled/registered as an attendee for ICCN 2026.**
 - The Speaker Congress registration fee includes access to the Symposia sessions from Sept. 10 through Sept. 12, the Welcome Reception and Ceremony, the Opening Ceremony and Award Lectures, Lunch and Posters on Wednesday through Saturday, coffee breaks, and the Awards and Closing Ceremony. To accept the invitation to speak at ICCN, click on Accept Speaker Invitation link below:

Action Steps to ACCEPT Congress Symposia Invitation: DUE: January 20, 2026

1. Accept Speaker Invitation: <https://event.fourwaves.com/iccn2026/registration>
2. Submit disclosure: <https://disclosure.amedcoedu.com/events/8569>

3. You are eligible for an honorarium. Please **Submit a W8** (for Speakers outside of the United States) or **W9** (for Speakers within the United States) Please forward completed form to this secure site: [ICCN 2026- SPEAKERS](#). See the Honorarium section below for more information.
4. (Optional) Register for Pre-Congress/Gala Dinner tickets:
<https://iccn.ifcn.info/registration/register-for-iccn>
5. If you wish to decline the Congress symposia invitation, please forward your invitation to Kathy at kuy@ifcn.info and denote the reason so we may share with the planning committee.
6. Speakers are required to complete each of these steps by January 20, 2026 to formally accept the invitation.
 - a. Periodic reminders will be issued to individuals who have not yet completed these tasks as the deadline approaches.

- **Pre-Congress and Symposia Congress Speaker**: In appreciation of your participation as a Pre-Congress and Symposia Congress speaker, you will receive complimentary registration for the Congress and the Pre-Congress course you are instructing. **By accepting the invitation and submitting the form on the Speaker Management Portal, you will be automatically enrolled as an attendee for ICCN 2026.**

* The Speaker Symposia Congress registration fee includes access to the Symposia sessions from Sept. 10 through Sept. 12, the Welcome Reception and Ceremony, the Opening Ceremony and Award Lectures, Lunch and Posters on Wednesday through Saturday, coffee breaks, and the Awards and Closing Ceremony.

To accept the invitation to speak at ICCN, click on Accept Speaker Invitation link below:

Action Steps to ACCEPT Pre-Congress and Congress Invitation: DUE: January 20, 2026

1. Accept Speaker Invitation: <https://event.fourwaves.com/iccn2026/registration>
2. Submit disclosure: <https://disclosure.amedcoedu.com/events/8569>
3. You are eligible for an honorarium. Please **Submit a W8** (for Speakers outside of the United States) or **W9** (for Speakers within the United States) Please forward completed form to this secure site: [ICCN 2026- SPEAKERS](#). See the Honorarium section (p.11) for more information.
4. (Optional) Register for other Pre-Congress or Gala Dinner Tickets:
<https://iccn.ifcn.info/registration/register-for-iccn>
5. If you wish to decline the invitation, please forward your invitation to Kathy at kuy@ifcn.info and denote the reason so we may share with the planning committee.
6. Speakers are required to complete each of these steps by January 20, 2026 to formally accept the invitation.
 - a. Periodic reminders will be issued to individuals who have not yet completed these tasks as the deadline approaches.

Once registered for the congress, you may add optional items—such as Gala Dinner tickets or Pre-Congress courses—through the Attendee platform.

Would you like to attend the Pre-Congress sessions and/or the Gala Dinner? Please note that additional fees apply for the Education and Pre-Congress Courses scheduled on Tuesday, September 8 and Wednesday, September 9, as well as for the Gala Dinner on Friday, September 11. Participation in these events requires a separate registration form and payment. See the link below to register and provide payment:

[ADD PRE-CONGRESS REGISTRATION AND/OR GALA TICKET](https://iccn.ifcn.info/registration/register-for-iccn)

<https://iccn.ifcn.info/registration/register-for-iccn>

More Information: Additional speaker information is located on the ICCN 2026 website under Programme > Speakers or <https://iccn.ifcn.info/programme/speaker-information>. Speakers will receive an email confirmation once registered. The meeting badge and the speaker ribbon can be picked up onsite from the Registration Desk when you arrive in Cartagena.

If you have questions and/or challenges, please contact Kathy Uy, MS CMP – IFCN Senior Meetings Manager at kuy@ifcn.info.

AV/SUPPLIES/EQUIPMENT - REQUEST FORM

Moderators are responsible for communicating supplies needed for their session to the IFCN headquarters. The room request document provides a checklist of preparations and answers many common presenter questions for before, during, and after the Congress, including AV setup in each room, course material deadlines, shipping details, storage, and more.

- Pre-Congress Meeting rooms include screen, projector, laptop, podium w/mic, laser pointer, speaker table for 3-4 w/table mic and classroom seating.
- Symposia Meeting rooms include screen, projector, laptop, podium w/mic, laser pointer, speaker table for 3-4 w/table mic and theatre seating
- Plenary/Lecture/General Assembly room includes stage, podium w/ mic, two large screens and theatre seating.

If you wish to suggest an alternate set up and/or will need equipment (i.e. lab set up), please use this form below to specify the change(s). **This form is due May 1, 2026.**

[AV and Equipment Request Form](https://forms.gle/tFhbWAZJ8qA9P5Br7)

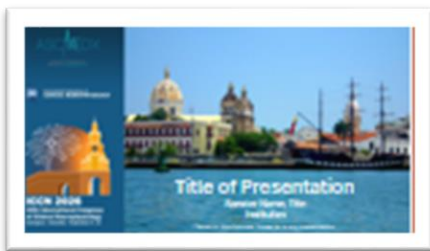
<https://forms.gle/tFhbWAZJ8qA9P5Br7>

IFCN Membership

Are you an IFCN member? We encourage eligible speakers and moderators to join or renew their membership through their local IFCN society. By becoming part of the International Federation of Clinical Neurophysiology (IFCN), which includes member societies in 69 countries, you gain access to a global community committed to advancing excellence in clinical neurophysiology. IFCN's mission is to promote best practices worldwide through education and research. Your membership strengthens this collective effort and supports your own professional growth. For more information, please see IFCN Membership.

[Join/Renew IFCN Society Membership](#)

Speaker Slide Template



The ICCN 2026 PowerPoint template is available on the Speaker Information page as a download. Using the template helps keep presentations consistent. Its use is recommended, but not required.

If you add your organization or institutional logo, it may appear only on the first slide. IFCN asks all speakers to include a Conflict of Interest (COI) disclosure on their opening slide.

[Download Speaker Slide Template](#)

<https://iccn.ifcn.info/programme/speaker-information>

Gala Dinner

ICCN's Gala is the premier social event of the Congress where guests can network and forge new relationships in a lively, communal setting. At the Gala, plan to connect with inspiring leaders, engaging colleagues and have some fun on the dance floor! Join your colleagues for an unforgettable evening. Speakers will have the option to add a ticket for themselves and one guest to attend the Gala Reception on **Friday, September 11** as a part of their registration. The Gala Dinner is a ticketed event, and a limited number of tickets are available. **To order Gala Dinner ticket(s)**, submit the registration form on the link below:



[ADD GALA TICKET](https://iccn.ifcn.info/registration/register-for-iccn)

<https://iccn.ifcn.info/registration/register-for-iccn>

CME & CEU Information

ICCN 2026 is designed to provide a solid review of the fundamentals and the latest scientific advances in both central and peripheral clinical neurophysiology. Presentations will be given by leading experts in the field and have value for health care professionals who utilize clinical neurophysiology. Sessions include symposia, workshops, courses and Special Interest Groups, featuring didactic lectures, expert panels, debates and interactive formats. Poster presentations will highlight the latest work conducted at clinical neurophysiology centers around the globe.

Target Audience: The ICCN 2026 educational activities are directed to clinical neurophysiologists, neurologists, psychiatrists, physiatrists, neurosurgeons, trainees in these disciplines and other physicians and researchers who utilize clinical neurophysiological techniques and knowledge in the diagnosis and management of patients with disorders of the nervous system.

Accreditation Statement: ICCN 2026 is accredited by Amedco to provide American (ACCME) and European (EMEAC) continuing medical education for physicians. **Credit Designation:** <coming soon> Physicians should claim only credit commensurate with the extent of their participation in the activity.

CONGRESS SYMPOSIA SPEAKER HONORARIUM

Invited Congress Symposia speakers will receive free registration for the ICCN Congress and an honorarium, based on their location, to assist with travel expenses. Travel and accommodation costs are the responsibility of the speaker. Pre-Congress and Spanish track speakers are not eligible for an honorarium.

Speakers are encouraged to ask their institution about honorarium or funding opportunities to help cover meeting expenses.

HONORARIUM FOR INTERNATIONAL SYMPOSIA SPEAKERS

The Organizing Committee for ICCN has approved the following honorarium amounts for invited symposia speakers: (in USD)

- \$300 Colombia
- \$800 Latin America
- \$1,000 Europe, Middle East, Africa
- \$900 United States, Canada
- \$1,100 Asia Oceanic

To ensure equity across our global community, honoraria for international congress attendees are determined using the World Bank's country income classifications. This tiered model recognizes differences in economic conditions, cost of living, and currency values, allowing us to provide a fair and balanced scale. Please note that the World Health Organization (WHO) does not maintain its own income classifications; instead, it relies on the World Bank's data for these distinctions. This tiered honorarium approach helps maximize participation by making the congress more accessible worldwide.

To request an honorarium, the Symposia speaker is required to submit the Wire Transfer Request form (and a Form W8 or W9 which were due January 20, 2026) after the Congress and by December 8, 2026.

In order to receive the ICCN honorarium, speakers will need to submit a

- [W8](#) (for speakers outside of the United States) or
- [W9](#) (for speakers within the United States and their bank information).
- [ICCN 2026 Speaker wire transfer form](#)

Honorariums are processed within 30 days upon receipt and must be submitted to IFCN by December 8, 2026.

If you have questions or would like more information, please contact us at info@ifcn.info

SPEAKER TRAVEL TIPS & REMINDERS

We look forward to welcoming you to ICCN 2026. After registering for the Congress, you'll want to research and confirm your other travel arrangements. To help ensure a smooth and enjoyable experience, please review the following travel tips and reminders before your trip.

Travel Reimbursement

Speakers are encouraged to ask their institution about honorarium or funding opportunities to help cover meeting expenses. Travel and accommodation costs are the responsibility of the speaker.

Flight Travel Tips

- **Book Early:** Reserve your flights as soon as possible to secure the best rates and convenient schedules. Flight prices typically increase significantly in the final weeks and days before departure.
- **Arrival:** We recommend arriving at minimum, one day before your scheduled presentation. This allows time to adjust to any unforeseen travel delays, as well as to become familiar with the venue, local environment, and cultural setting. Planning ahead and anticipating possible flight disruptions will help ensure a stress-free experience and a successful presentation. Education sessions during the Congress will begin daily at 8am.
- **Departure:** The Congress will conclude on Saturday, September 12, at 2:00pm. We encourage attendees to remain for the entire program to gain the full benefit of session discussions and maximum CME credits.

Airport Information

The airport in Cartagena is the Rafael Núñez International Airport (CTG). The airport offers 47 direct international connections, flights from 26 countries, 24 airlines, and over 1,000 weekly flights from Bogotá to Cartagena.

Transportation to Hotels

Public transportation is not available to the hotels. Use the Uber app to request rides on-demand, schedule rides in advance, or request a local taxi. Other ride sharing apps like Cabify and DiDi are also available. It is best practice book your transfer in advance to help lock in a price and avoid surge pricing. See the ICCN website for more travel FAQs: <https://iccn.ifcn.info/registration/registration-faqs>

Travel Documentation and VISAs

Ensure your government-issued ID or passport is valid and that you have any required travel visas. See the ICCN website for more information: <https://iccn.ifcn.info/registration/passports-visas>.

Onsite AV Logistics Upon Arrival at the Congress

We recommend that speakers and moderators pick up their badge and registration materials promptly onsite when the ICCN Registration Desk opens. To ensure everything runs smoothly, and there are no surprises, we encourage speakers to check in with the AV technician in the Speaker Ready Room no later than 5:00 p.m. on the day before your scheduled session to confirm the formatting of your presentation. Presentations will only be accepted in the speaker ready room. For security and consistency, speakers may not use personal flash drives or bring their own equipment to use while speaking in session rooms during the Congress. Presentations must be uploaded and run through the official Speaker Ready Room portal.

Session Timing-Day of Event

Please use the mobile app to verify the date, time, and room assignment for your presentation. On the day of your session, plan to arrive at the session room at least 30 minutes in advance. This will allow you to check in with the AV team and session moderator, receive your microphone, connect with fellow speakers, and become comfortable with the AV setup—including the microphone, clicker, timer, and other equipment.

Presentation Best Practice Tips

Format: Slides should be in 16:9 ratio / PowerPoint / PDF format

Branding: Use the official congress PowerPoint template (Recommended)

Timing: Please stay within your allotted time to allow for Q&A.

Backup: Bring a copy of your presentation on a USB drive.

Please note reliable internet is not available onsite—please download your presentation (and any links/videos) and provide to the Speaker Ready Room onsite.

Additional Tips

*Prepare digital and/or printed business cards for networking.

*The dress code for speakers and moderators is business casual. Pack lightweight, breathable clothing for the hot and high-humidity climate. Be mindful to wear a belt and/or jacket with a pocket to attach the microphone. Wear comfortable shoes for walking around the venue.

See other packing tips at <https://iccn.ifcn.info/registration/registration-faqs/>

HOUSING AND TRAVEL ARRANGEMENTS

Speakers and Moderators are responsible for making your own hotel guestroom reservation at the venue of your choice. Cartagena offers a variety of accommodations to suit every traveler’s style and price point—from the charming cobblestone streets of the Historic Walled City to the modern, breezy beachfront hotels of Bocagrande.

For best rates, please make your reservation by **June 8, 2026** (hotel cut-off). See the hotel webpage for more information: <https://iccn.ifcn.info/registration/hotel-information>. Please be mindful of cancellation and penalty policies before confirming your reservation. It's also beneficial to consider factors like the hotel’s proximity to the CCCI, hotel amenities, and available discounts if applicable. Keep a copy of your hotel confirmation and note check-in/check-out times.

For information regarding travel document requirements, please visit the ICCN 2026 Passport & Visa webpage: <https://iccn.ifcn.info/registration/passports-visas>.

Moderator Tips for Organizing and Preparing Sessions

Before the Congress:

- Speakers should use Microsoft PowerPoint for their presentations. The use of the ICCN slide template is suggested but not required. The slide template (format is widescreen 16:9) is available for download from the ICCN Speaker Information page. Any video files must be embedded within the presentation **and** attached as separate files; internet issues are to be expected and not relied upon in the session room.
- Preliminary slides of the speaker's presentation should be formatted, spell checked, images checked for legibility, slides checked for accuracy and copyright are **Due August 1** to IFCN HQ.

Speaker Reminders/Best Practices:

- o Define acronyms in your slides.
- o Practice timing of your presentation.
- o Internet searches for images can result in copyrighted images. Always include source of image within your presentation.
- o Bring a printout of slide notes to the podium.

Congress Presentation Day

- Once in Cartagena, Moderators should schedule a brief meeting with their session speakers. Speakers may make use of the Speaker Ready Room for this meeting on a first-come, first served basis on the day of the session but are encouraged to find alternate space as capacity is limited.
- Presentation slides will be loaded in advance via the Speaker Ready Room. Moderators are to ensure that the appropriate introduction slides/housekeeping slides are projected on the screen as the attendees arrive and during any breaks.
- It is the Moderator's responsibility to strictly adhere to the session time schedule and speaker sequence. Speakers are aware of their time allocations, and it is the Moderator's responsibility to ensure timing and punctuality. Remember, allowing early speakers in the program to overextend their time commitment will only penalize the later speakers. Under no circumstances should the speaker sequence be changed.

SPEAKER FORMS – SUMMARY REVIEW

Speakers are required to submit the appropriate forms (as designated on pages 6-7). Copies of the required forms are provided on the following pages for your convenience.

Due January 20, 2026

- **Disclosure:** <https://disclosure.amedcoedu.com/events/8569>
Each speaker is required to complete this form one time only regardless of the number of presentations they are giving.
- **If eligible for an honorarium, please submit a [W8](#)** (for Speakers outside of the United States) or [W9](#) (for Speakers within the United States) A pdf of these forms is provided below.
 - For your security, please upload the completed form to [☐ ICCN 2026- SPEAKERS](#)

Due June 30, 2026

- **IFCN Licensing Permission Agreement and Release Form – DUE JUNE 30**

PLEASE COMPLETE THE FORM : [IFCN Licensing Permission Agreement and Release Form- ICCN](#)

* Return signed form to [Speaker Licensing Permission Agreement](#)

Each speaker is required to complete this form one time only regardless of the number of presentations they are giving.

Due After Congress and by December 8, 2026 (or sooner)

- Complete Online Wire Transfer Form : [ICCN 2026 Speaker wire transfer form](#)

W8: (for Speakers outside of the United States) Return signed form to [Speaker Forms](#)

Form W-8BEN (Rev. October 2021) Department of the Treasury Internal Revenue Service	Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals) ▶ For use by individuals. Entities must use Form W-8BEN-E. ▶ Go to www.irs.gov/FormW8BEN for instructions and the latest information. ▶ Give this form to the withholding agent or payer. Do not send to the IRS.	OMB No. 1545-1621
Do NOT use this form if:		
• You are NOT an individual		Instead, use Form: W-8BEN-E
• You are a U.S. citizen or other U.S. person, including a resident alien individual		W-9
• You are a beneficial owner claiming that income is effectively connected with the conduct of trade or business within the United States (other than personal services)		W-8ECI
• You are a beneficial owner who is receiving compensation for personal services performed in the United States		8233 or W-4
• You are a person acting as an intermediary		W-8IMY
Note: If you are resident in a FATCA partner jurisdiction (that is, a Model 1 IGA jurisdiction with reciprocity), certain tax account information may be provided to your jurisdiction of residence.		
Part I Identification of Beneficial Owner (see instructions)		
1 Name of individual who is the beneficial owner	2 Country of citizenship	
3 Permanent residence address (street, apt. or suite no., or rural route). Do not use a P.O. box or in-care-of address.		
City or town, state or province. Include postal code where appropriate.		Country
4 Mailing address (if different from above)		
City or town, state or province. Include postal code where appropriate.		Country
5 U.S. taxpayer identification number (SSN or ITIN), if required (see instructions)		
6a Foreign tax identifying number (see instructions)	6b Check if FTIN not legally required <input type="checkbox"/>	
7 Reference number(s) (see instructions)	8 Date of birth (MM-DD-YYYY) (see instructions)	
Part II Claim of Tax Treaty Benefits (for chapter 3 purposes only) (see instructions)		
9 I certify that the beneficial owner is a resident of _____ within the meaning of the income tax treaty between the United States and that country.		
10 Special rates and conditions (if applicable—see instructions): The beneficial owner is claiming the provisions of Article and paragraph _____ of the treaty identified on line 9 above to claim a _____ % rate of withholding on (specify type of income): _____		
Explain the additional conditions in the Article and paragraph the beneficial owner meets to be eligible for the rate of withholding: _____		
Part III Certification		
Under penalties of perjury, I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete. I further certify under penalties of perjury that:		
• I am the individual that is the beneficial owner (or am authorized to sign for the individual that is the beneficial owner) of all the income or proceeds to which this form relates or am using this form to document myself for chapter 4 purposes;		
• The person named on line 1 of this form is not a U.S. person;		
• This form relates to:		
(a) income not effectively connected with the conduct of a trade or business in the United States;		
(b) income effectively connected with the conduct of a trade or business in the United States but is not subject to tax under an applicable income tax treaty;		
(c) the partner's share of a partnership's effectively connected taxable income; or		
(d) the partner's amount realized from the transfer of a partnership interest subject to withholding under section 1446(f);		
• The person named on line 1 of this form is a resident of the treaty country listed on line 9 of the form (if any) within the meaning of the income tax treaty between the United States and that country; and		
• For broker transactions or barter exchanges, the beneficial owner is an exempt foreign person as defined in the instructions.		
Furthermore, I authorize this form to be provided to any withholding agent that has control, receipt, or custody of the income of which I am the beneficial owner or any withholding agent that can disburse or make payments of the income of which I am the beneficial owner. I agree that I will submit a new form within 30 days if any certification made on this form becomes incorrect.		
<input type="checkbox"/> I certify that I have the capacity to sign for the person identified on line 1 of this form.		
Sign Here		
_____ Signature of beneficial owner (or individual authorized to sign for beneficial owner)		_____ Date (MM-DD-YYYY)
_____ Print name of signer		
For Paperwork Reduction Act Notice, see separate instructions.		
Cat. No. 25047Z		Form W-8BEN (Rev. 10-2021)

W9: (for Speakers within the United States) Return signed form to [Speaker Forms](#)

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification ▶ Go to www.irs.gov/FormW9 for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.
1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
2 Business name/disregarded entity name, if different from above		
Print or type. See Specific Instructions on page 3.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	
	<input type="checkbox"/> Other (see instructions) ▶ _____	
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)		
5 Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.																																									
	Social security number <table style="width:100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> </tr> </table> OR Employer identification number <table style="width:100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> </tr> </table>																																								

Part II Certification Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.	

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Speaker Honorarium Forms

Complete Online Wire Transfer Form : [ICCN 2026 Speaker wire transfer form](#)

Submit the completed W8 or W9 and Wire transfer forms to a secure site here: [Confirmed Speaker Payment Details](#)

IFCN LICENSING PERMISSION AGREEMENT AND RELEASE FORM

Submit the completed permission agreement and release form to a secure site here: [**SPEAKER LICENSING PERMISSION AGREEMENT**](#)

IFCN Banking Wire Transfer Form



IFCN Banking Information



Requestor Information:

Name: (First Name, Surname)	
Organization:	
Address:	
City:	
Province/State:	
Zip Code and Country:	
Email Address:	
Telephone Number:	

Please provide the following information for a WIRE TRANSFER:

Currency:	
Bank Name:	
Bank Address:	
Bank City, Postal Code, Country:	
Receiving Bank SWIFT/Bank Code (BIC):	
Account Holder Name: (First Name, Surname)	
Bank Account Number:	
IBAN:	
Address of Account Holder, if different from above:	

SIGNED:		DATE:	
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FOR ACCOUNTING USE ONLY:

CHARGE \$		BILL CODE	
CHARGE \$		BILL CODE	