# ACTFL 2017 Call for Proposals

### *Presenter Responsibilities*

Please read the following information carefully. Presenters whose proposals are selected for presentation MUST be available to present any day during the Convention. ACTFL reserves the right to schedule all presentations in any slot during the published convention dates and times and cannot take individual requests for preferred presentation assignments. If a presenter cannot accept the assigned time, then the presentation must be cancelled.

All presenters, including session chairs, moderators, and/or facilitators, must register for the convention and be a member of ACTFL or one of our Convention Partner organizations.

Each session room will be set with an LCD projector, cart, screen, audio (sound), podium and microphone (if needed). A presenter must bring his/her own laptop computer to connect to the LCD projector. Any additional audiovisual equipment is the responsibility of the presenter and must be ordered and paid for by the presenter. ACTFL will provide order forms and the name of the convention audiovisual supplier.

Presenters will have access to a wireless Internet connection in all meeting rooms. ACTFL cannot guarantee the optimal performance of higher bandwidth usage such as streaming video, Skype or other chat applications. ACTFL cannot guarantee that all connections will be secure. Electronic poster presentations in the exhibit hall will not have Internet access.

Presenters are responsible for keeping all information sent from ACTFL and complying with the instructions and deadlines provided.

Each presenter is responsible for uploading any handouts for session attendees to access either prior to the convention or immediately following.

All presenters are responsible for expenses incurred as a result of presenting. This includes all travel expenses and registration fees.

Presenters who cancel their session after agreeing to present or who are a "no show" at the convention may not be considered for a presentation for the following year's convention.