

## You've submitted your proposal to present form... *now what?*

Once your form is received in our offices, it will be reviewed and passed on to our **\*Presentation Committee**. The Committee will process forms in the order in which they are received. Once your form has been processed, the Committee will contact you and let you know that it has been received.

The Committee will begin scheduling all presentations in September **2016**. You should receive an email by **October 2016** notifying you that your presentation has been accepted. Attached, you will also receive a Presenter Agreement Form All presenters **MUST** complete and return their [Presenter Agreement Form](#). Failure to do so will result in presentations being cancelled. Once the committee has completed scheduling, you will be notified of the date, time, and location of your presentation.

All information regarding your accepted presentation will be sent to the individual listed at the Primary / Contact Presenter **ONLY**. We will not send individual notifications to each co-presenter. It is the responsibility of the Primary / Contact Presenter to pass any and all information on to his / her co-presenters.

**All presenters (and co-presenters) MUST register for the conference.**

**No presenter should attempt to sale products or books during their sessions. If you have products to sell, we strongly encourage you to consider exhibiting with us.**

*\*Please note that the Presentation Committee is comprised solely of volunteers with full time jobs. While the Committee will strive to stay on their time line, some delays with the process are possible. We appreciate your patience.*