

1. PANEL TITLE

2. CHAIR

Name:

Preferred Title: Dr./Professor/Ms./Mr.

Institution (if, any):

Address:

Telephone:

Email:

3. PRESENTER INFORMATION

Name:

Preferred Title: Dr./Professor/Ms./Mr.

Institution (if, any):

Address:

Telephone:

Email:

Paper/Discussion Title:

AV Equipment Request (all required items or write none):

Name:

Preferred Title: Dr./Professor/Ms./Mr.

Institution (if, any):

Address:

Telephone:

Email:

Paper/Discussion Title:

AV Equipment Request (all required items or write none):

Name:

Preferred Title: Dr./Professor/Ms./Mr.

Institution (if, any):

Address:

Telephone:

Email:

Paper/Discussion Title:

AV Equipment Request (all required items or write none):

5. COMMENTATOR (MAY BE SAME PERSON AS CHAIR)

Name:

Preferred Title: Dr./Professor/Ms./Mr.

Institution (if, any):

Address:

Telephone:

Email:

PLEASE NOTE

October 15 is the deadline for all AV requests. Blank requests will be considered as none. Requests made after that date will not be honored. If requesting a LCD projector, you will need to provide your own computer. Be aware that rental charges for LCD projectors are several hundred dollars, overheads, tv/vcrs and slide projectors are much less. The organization will provide you with the equipment integral to making your presentation, but please consider the cost when making your AV request.

Conference Policies

Current (2008-2009) membership is required of all conference presenters.

Conference presenters are required register for the conference.

The program committee reserves the right to change or reconfigure panels.

The program chair will communicate with panelists through the designated contact. The designation contract is responsible for communicating information to the rest of the panelists.

Electronic submissions will not be accepted.

Submission of proposal will indicate agreement with these policies.

By submitting this proposal, each submitter is agreeing to the conference protocol outlined by the organization, including pre-paying membership and conference fees, submission of paper to the commentator at least three weeks ahead of the conference, if applicable, and attendance at the conference. Failure to follow these practices will be considered as unprofessional conduct.

On the line below, please designate one panel member above who the committee may contact with questions, clarifications, or notification of acceptance. It is the responsibility of this person to information all panel members of any communications from the organization.
