



## AASHE 2014 Conference & Expo Program Policies

We have several new policies this year, so please read through these fully and carefully. You will be required to provide your electronic signature indicating that you agree to AASHE's Program Policies before you can submit your abstract.

1. No late submissions will be accepted.
2. Incomplete submissions will not be eligible for review.
  - a. Please note, this means all presenters for each submission must enter their personal information for the submission to be considered complete. If this is not done by all participants, the submission will not be eligible for review.
3. Abstract submitters may not propose presenters without the knowledge and permission of the proposed presenters.
  - a. All proposed presenters must be able and willing to present at the conference. The conference schedule will be finalized by AASHE and shared in late spring.
  - b. Proposals that are made without the knowledge of proposed presenters are subject to rejection; if the proposal is selected and it is found that all presenters did not know about the proposal, or did not agree to present, the session is subject to cancellation.
4. AASHE 2014 Conference & Expo presenters are awarded \$100 off the full-conference registration price in appreciation of their contribution to the success of the conference.
5. Conference Registration is the responsibility of *each presenter*.
  - a. Abstract acceptance does not guarantee conference registration. All costs associated with travel and conference registration are the responsibility of the presenter.
6. All accepted presenters must register for the conference by **September 5, 2014** (which is earlier than general registration) in order to confirm participation, and present at AASHE 2014 Conference & Expo.
  - a. If all presenters are not registered by this time, the session is subject to cancellation.
7. Accepted presenters are responsible for all supplies needed for the session. This includes, but is not limited to: pens, note paper, flip charts, easels, markers, etc.
8. Presenters cannot participate in more than three presentations at AASHE 2014 Conference & Expo.
9. All submissions must be done through the abstract submission website. Any abstracts submitted through email, paper or any other kind will not be accepted or considered for review.

10. AASHE highly discourages the printing and handing-out of printed materials during sessions, however, we understand this may be necessary.
  - a. It will be the responsibility of the presenter to provide any presentation materials you would like to share with attendees (remember you can also upload them into AASHE's Resource Center to avoid printing).
11. You may update your submission at any time before the end of the submission period. All *accepted abstracts* may be updated/edited until **September 5, 2014**.
12. No changes will be made to the conference schedule or printed program after **September 5, 2014**.
13. Presenters will have an opportunity to upload their presentation materials to AASHE's Resource Center. This will be available prior to the conference, on-site and for two weeks following the conference. This is considered the official "Conference Proceedings" and will be published in our Resource Center to the public (not just conference attendees).
14. No submissions that focus on an advertisement, product or service will be accepted into the program.
15. Accepted presenters who are not able to attend must notify conference staff immediately.
16. If a presenter's professional affiliation changes, conference staff must be notified.