2017 ANNUAL CONFERENCE
PRESENTER DEADLINES AND DATE REMINDERS CHECKLIST

Please click here to be taken to the Presenter Webpage to perform any of the actions below

APR 28 CONFIRM INTENT TO PRESENT

Each individual listed on the presentation must confirm electronically, this includes lead and co-presenters. NACADA reserves the right to not include in the schedule presentations that are not confirmed by this date. Please confirm, yea or nay.

NOTE: You may have been assigned a different program format from the one you originally requested.

APR 28 ABSTRACT EDITS DUE

Use your presentation webpage to check your abstract and title for clarity and spelling. Make sure the title reflects the content of your abstract; attendees will use this abstract in the onsite program to plan their conference schedule. Use the “View Abstract Text” option to review your abstract and edit if needed. Abstract changes will only be accepted from the lead presenter. If you are adding or removing presenters include that information in the comments box.

JUNE PRESENTATION SCHEDULES AND EMAILS SENT TO PRESENTERS

You will be notified of the date and time of your session in early June. Please make travel plans accordingly. Scheduling of presentations is a complex process, changes in time slots are unlikely after June 1. Yours may be scheduled at any time during the conference.

AUG 1 CANCELLATION AND PRESENTER ADDITIONS DEADLINE

If it is not possible for a lead presenter or co-presenter to participate in the session, he/she must notify the Executive Office immediately. A cancellation after August 1 is considered failure to meet the agreement made between NACADA and the presenter(s). Presenters canceling after the August 1 deadline will not be considered for further presentations for four consecutive years.

The deadline to add a presenter to a presentation is August 1.

SEP 1 CONFERENCE REGISTRATION DUE FOR ALL PRESENTERS

All presenters are required to register and pay the conference fee. Information regarding registration is available on our website. The early registration fee will available until September 1.

OCT 3 UPLOAD HANDOUTS

Please upload the handouts to be provided for your presentation.