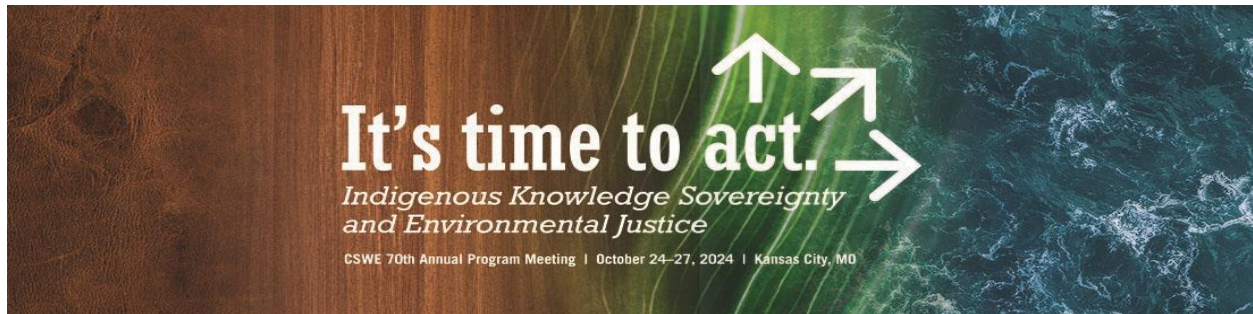# 2024 Annual Program Meeting

Presenter Responsibility Agreement

- All presenters listed on the proposal must attend the 2024 Annual Program Meeting (APM).
- Each presenter listed on the proposal must be registered and registration must be paid in full.
    - This policy does not apply to contributors (please see below).
- Presenters who do not comply with this policy by July 31, 2024, will be removed from the proposal submission database and the 2024 APM Final Program.

Please do not list individuals as presenters on a proposal if they will not be registered for the 2024 APM or if they do not understand or agree to the above requirements.

Contributors

- The role of contributor has been added as an option for all proposal types. You may designate contributors on your proposal.
- Contributors are individuals who contributed to the work presented in the proposal but who will not attend the APM to participate in the presentation.
- Contributors are not required to meet the presenter compliance policy requirements.

Presenter and Contributor Roles

- You may be a presenter for a maximum of two (2) proposals; this includes all types and formats for peer-reviewed and non–non-peer-reviewed proposals.
- There is no limit to the number of proposals you may be listed on as a contributor.
- Presenters and contributors will be listed in the APM mobile app and website.
- No changes to the role status are allowed after proposals are submitted; however, presenters *who can no longer attend the conference* may request that their role be changed to contributor.
- An accepted proposal can be withdrawn from the APM. If presenters unanimously agree to withdraw the presentation, please email APMProposals@cswe.org.

Please make sure you choose the correct role when submitting a proposal.

Presenter Availability

All presenters must be available to present Friday–Sunday, October 27–29, 2024. CSWE will not accept special requests for presentation dates or times.

IMPORTANT

- Please choose one email address that you will use throughout your APM process this year. Use the same email for your conference registration.
- The email address should be valid through December 2024 because email communications regarding the 2024 APM will be ongoing throughout the year.
- It is your responsibility to notify us of any organizational moves that affect your email address.
- Please be aware that domains such as aol.com and yahoo.com often reject mass emails, and this may affect your ability to receive communications.