



## 2019 APM Presenter Responsibility

- All presenters listed on the proposal must attend the 2019 Annual Program Meeting (APM).
- Each presenter listed on the proposal must be registered for APM and paid in full by Monday, July 8, 2019.
- Presenters who do not comply with the above items by July 8 will be removed from the proposal, the 2019 APM Final Program, and the mobile app.
- Replacement or substitution of the presenters listed on the proposal is not permitted.

**NOTE:** Please do not list presenters on a proposal who cannot attend the 2019 APM and/or who cannot comply with the above requirements.

### Important Information Regarding Your Contact E-mail

- Be sure to choose one e-mail address to use for everything related to the 2019 APM. For example, use the same e-mail for your conference registration as you did for your proposal.
- The e-mail address used should be valid until December 2019 to ensure you receive all important information and updates about the 2019 APM.
- It is the presenter's responsibility to notify CSWE regarding any organizational changes or moves that affect the e-mail address used.
- Please note: Domains such as aol.com and yahoo.com often reject mass e-mails, which may affect your ability to receive communications from the CSWE proposal management system (cswe@confex.com).

### Research Contributors

- *Research contributor* has been added as an optional role for all proposal types.
- You may designate research contributors on your proposal. Research contributors are individuals who added to the work, but who will not attend the APM to participate in the presentation.
- Research contributors are not required to meet presenter compliance policy requirements.

### **Presenter and Research Contributor Roles**

- You may be a presenter on a maximum of three proposals. This includes all types/formats for peer-reviewed and invited proposals.
- You may be listed as a research contributor on an unlimited number of proposals.
- Presenters and research contributors will be listed in the 2019 APM Final Program and mobile app.
- No changes to the role status are allowed after proposals are submitted; therefore, it is important that you are listed in the appropriate role at the time of proposal submission.
- An accepted proposal can be withdrawn from the APM if all presenters decide to withdraw it unanimously.

### **Presenter Availability**

All presenters must be available to present at any time from Friday, October 25, through Sunday, October 27, 2019. CSWE cannot accept special requests for presentation dates or times.

### **Session Schedule**

- *Preconference Workshops*  
Thursday, October 24 | 8:00 am—6:00 pm
- *Education Sessions\**  
Friday, October 25 | 7:30 am—5:15 pm  
Saturday, October 26 | 7:30 am—5:15 pm  
Sunday, October 27 | 7:30 am—2:15 pm

\*One third of a track's accepted proposals will be held on each day, Friday through Sunday.