



2023 Annual Program Meeting

Presenter Responsibility Agreement

Presenters

- All presenters listed on the proposal must attend the 2023 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 the deadline will be removed from the proposal submission database and the 2023 APM Final Program.
- No replacements or substitutions of the presenters listed on the proposal are permitted.

Please do not list individuals as presenters on a proposal if they will not be registered for the 2023 APM or if they do not understand 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-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 Final Program.
- 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- An accepted proposal can be withdrawn from the APM.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 you submit a proposal.

Presenter Availability

All presenters must be available to present Friday–Sunday, October 27–29, 2023. CSWE cannot 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 2023 because email communications regarding the 2023 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.