

PRESENTER POLICIES

Session Chair

The practitioner submitting the proposal will be considered the Session Chair. The Chair will be the main contact for all communications regarding the selected proposal and the Peer Learning Session. He/She will also be responsible for ensuring compliance with these policies, and that all other co-presenters are aware of, and comply with the policies herein, including deadlines. The Chair commits to working with SEEP Staff and Technical Advisory Committee if any changes need to be made to the proposed session.

Conference Registration

All presenters will be required to register and pay for their participation in the conference. Presenters pay a discounted rate but need to register by **March 31**. Once you confirm the final presenters, we will provide them with a registration code.

Unconfirmed Presenters

Session Chairs must confirm their speakers to SGConference@seepnetwork.org by **February 15**. Session presenters who have not registered and paid their registration fee by **March 31** risk exclusion from the conference agenda.

Session Duration and Scheduling

SEEP will determine the final scheduling of all sessions. By confirming your final selection, you are agreeing to be available for at least one of the 90-minute time slots designated for sessions during the conference. You will be notified of your scheduled slot no later than **April 6**. If you have questions or scheduling requests, please send us an email at SGConference@seepnetwork.org as soon as possible.

Session Content

The Chair is to assume full responsibility for the design and quality of the session, the coordination of all session presenters (if applicable), and the session delivery. The Chair must ensure that the session learning objectives reflect those which were specified in the original proposal submission, with such refinements to the content as may be advised by the Technical Advisory Committee.

If you would like assistance with your proposal, including but not limited to support identifying potential speakers and organizations engaged in similar activities, please feel free to contact us at SGConference@seepnetwork.org. Please be considerate of the time it takes to coordinate this outreach and send us your request no later than **October 25**.

Session Materials

A copy of all materials that will be used in your session (including PowerPoint presentation and any handouts) must be finalized and submitted electronically to SGConference@seepnetwork.org by **May 7**. Please plan to bring enough copies of any handouts to distribute with you to the conference, as printing facilities are limited.