



PRESENTER Deadline Checklist

ASHP Summer Meeting 2010
June 6-9, 2010 Tampa, FL

Educational Services Division | ASHP | 7272 Wisconsin Ave | Bethesda MD 20814
Fax: 301-634-5978 Email: educserv@ashp.org

URL: <http://www.softconference.com/PRSM2010>

Due Date	Item	How to Submit	Responsibility
Jan 11 - 31	<input type="checkbox"/> MPA emails instructions to presenters to submit info online	⇒ Email	MPA
Feb 1	<input type="checkbox"/> Presenters submit to ASHP: <ul style="list-style-type: none"> - Personal Details - Disclosure - Recording Agreement - Copyright Agreement - Biography 	⇒ Online (see URL above)	Presenters
NOTE: ASHP WILL NOT CONFIRM A PRESENTER UNTIL THE PRESENTER HAS SUBMITTED THE ABOVE INFO.			
	<input type="checkbox"/> Presenters submit W9 to ASHP http://www.irs.gov/pub/irs-pdf/fw9.pdf	⇒ Download then fax/email	Presenters
Feb 25	<input type="checkbox"/> Attend webinar “The Rewards of Active Learning and Active Assessment” <i>Details will be emailed to you.</i>	N/A	Presenters
Mar 1	<input type="checkbox"/> ASHP confirms presenters and sends presenter confirmation letters	N/A	ASHP
Apr 1	<input type="checkbox"/> Deadline to communicate session schedule changes to your MPA		Presenters
	<input type="checkbox"/> Presenters submit online to ASHP: <ul style="list-style-type: none"> - Slides - Abstract (one per presenter) - Other presentation materials, if any 	⇒ Upload Online (no PDFs) (see URL above)	Presenters
	<input type="checkbox"/> Presenters submit Signed Presenter Agreement to ASHP	⇒ Fax/email	Presenters
	<input type="checkbox"/> (Optional) Presenters deadline to complete ASHP self-study CE modules “First Class ...” (see Presenter Handbook p.4)	⇒ Online (www.ashp.org/web_CE → education)	Presenters