



Presenter Deadline Checklist ASHP Midyear Clinical Meeting 2012

Educational Services Division | ASHP | 7272 Wisconsin Ave | Bethesda MD 20814

Questions?

Email: educserv@ashp.org

Submitting materials?

Email: meetingmaterials@ashp.org | Fax: 301-634-5907

Submit your information / materials here:

Presenter Data Collection Site

<http://www.softconference.com/MCM12PR>

Due Date	Item	How to Submit	Responsibility
No later than 11:59 PM (Pacific) June 4	<input type="checkbox"/> Presenters submit to ASHP..... - Personal Details - Disclosure of Financial Relationships* - Recording Agreement - Copyright Agreement - Biography - W9 (http://www.irs.gov/pub/irs-pdf/fw9.pdf) (If you have not submitted a W9 to ASHP since 6/1/11 or address/name has changed.)	⇒ Online (see URL above)	Speakers, Moderators and Panelists
After July 9	<input type="checkbox"/> ASHP confirms presenters and sends confirmation letters. ASHP WILL NOT SEND THE PRESENTER LETTER or CONFIRM A SPEAKER UNTIL ... ⇒ Program Chair submits Final Session Schedule (due May 14) ⇒ All presenters in the session have submitted: personal details, disclosure, recording agreement, copyright agreement, W9 (due June 4)		ASHP
August 13	<input type="checkbox"/> Program Chair submits special A/V requests to ASHP		Program Chair
11:59 PM (Pacific) Sept. 24	<input type="checkbox"/> Presenters submit to ASHP..... - PowerPoint slides - Abstract (one per speaker)** - Any other presentation materials (i.e. supplemental educational resources) - Copyright permissions (if applicable)	⇒ Upload Online (no PDFs) (see URL above)	Speakers
January 2013	ASHP mails honoraria checks		ASHP

* If a presenter does not provide a disclosure of financial relationships, the presenter will not be permitted to present.

**Each speaker must provide an abstract for his/her presentation. Instructions on preparing an abstract is in your Presenter Handbook.