



# Program Chair (PC) Deadline Checklist

## ASHP Midyear Clinical Meeting 2012

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

**Questions?**  
Email: [educserv@ashp.org](mailto:educserv@ashp.org)

**Submitting materials?**  
Email: [meetingmaterials@ashp.org](mailto:meetingmaterials@ashp.org) | Fax: 301-634-5907

**PC Data Collection Site:**

<http://www.softconference.com/MCM12PC>

**Presenter Data Collection Site**

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

Sites open after April 15, 2012

\* Note: The site for Presenters is **NOT the same** as for PCs; if you are ALSO A PRESENTER OR MODERATOR, you must complete your work (personal details, recording agreement, disclosure, slide submission, etc.) within the Presenter Data Collection Site.

Due Date	Item	How to Submit	Responsibility
Mid April	<input type="checkbox"/> ASHP confirms sessions and sends Program Chair confirmation letters. <input type="checkbox"/> Program Chair begins recruiting speakers and finalizing program content.	N/A	ASHP
11:59 PM (Pacific) May 14	<input type="checkbox"/> Program Chair <b>submits</b> information to ASHP ..... <ul style="list-style-type: none"> <li>- Session schedule</li> <li>- Program Chair Letter of Agreement (mailed to you).....</li> <li>- W9 (<a href="http://www.irs.gov/pub/irs-pdf/fw9.pdf">http://www.irs.gov/pub/irs-pdf/fw9.pdf</a>) .....</li> </ul> (If you have not submitted a W9 to ASHP since 6/1/11 or address/name has changed)	⇒ Online (see URL above) ⇒ Fax/mail ⇒ Download then fax/email	PC
	<input type="checkbox"/> Program Chair <b>confirms ALL speakers</b> <input type="checkbox"/> Program Chair <b>adds speakers online</b> ..... (add yourself if you are also a moderator or speaker) <i>An email will AUTOMATICALLY be sent to each speaker on how to enter their info online, but it would be advisable for the Program Chair to also forward the Presenter Site URL.</i>	⇒ Online (see URL above)	PC
	<input type="checkbox"/> Speakers <b>submit to ASHP</b> ..... <ul style="list-style-type: none"> <li>- Personal Details</li> <li>- Disclosure of Financial Relationships*</li> <li>- Recording Agreement</li> <li>- Copyright Agreement</li> <li>- Biography</li> <li>- W9 (<a href="http://www.irs.gov/pub/irs-pdf/fw9.pdf">http://www.irs.gov/pub/irs-pdf/fw9.pdf</a>) .....</li> </ul> (If they have not submitted a W9 to ASHP since 6/1/11 or address/name has changed)	⇒ Online ⇒ Download then fax/email	Speakers
11:59 PM (Pacific) June 4			PC
After July 9	<input type="checkbox"/> ASHP confirms speakers and sends speaker confirmation letters. <b>ASHP WILL NOT SEND THE SPEAKER LETTER or CONFIRM A SPEAKER UNTIL ...</b> <ul style="list-style-type: none"> <li>⇒ Program Chair submits <b>Session Schedule</b> (due May 14)</li> <li>⇒ Speaker submits: <b>personal details, disclosure of financial relationships, recording agreement, copyright agreement, W9</b> (due June 4)</li> </ul>	N/A	ASHP
August 13	<input type="checkbox"/> Program Chair submits <b>special</b> A/V requests .....	⇒ Email: <a href="mailto:meetingmaterials@ashp.org">meetingmaterials@ashp.org</a>	PC
11:59 PM (Pacific) September 24	<input type="checkbox"/> Speakers <b>submit to ASHP</b> ..... <ul style="list-style-type: none"> <li>- PowerPoint slides</li> <li>- Abstract (<b>one per speaker</b>)**</li> <li>- Any other presentation materials</li> <li>- Copyright permissions (if applicable)</li> </ul>	⇒ Upload Online ( <b>no</b> PDFs)	Speakers
January 2013	ASHP Mails honoraria checks to speakers		ASHP

**DON'T FORGET:**  
Add **YOURSELF** if you are **MODERATING** or **PRESENTING**. **THEN** visit the **Presenter Data Collection Site** (URL above) to submit your info.

\* If a speaker does not provide relevant financial relationship information, either the speaker must be replaced or no CE credit will be provided.  
 \*\* Each speaker must provide an abstract for his/her presentation. Instructions on preparing an abstract will be sent to speakers.