



Presenter Responsibility Agreement

Presenter(s)

- All presenters listed on the proposal must attend the 2021 Annual Program Meeting (APM).
- Each presenter listed on the proposal must be registered and paid in full by August 13, 2021.
 - 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 2021 APM Final Program.
- No replacements or substitutions of the presenters listed on the proposal are permitted.

Note: Please do not list individuals as presenters on a proposal if they will not be registered for the 2021 APM, will not attend APM, or if they do not understand the above requirements.

Contributor(s)

- The role of contributor has been added as an optional role 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 can be a presenter for a maximum of two proposals; this includes all types/formats for peer-reviewed and invited proposals.
- There is no limit to the number of proposals that you can 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, if a presenter can no longer attend the conference, they can request that their role be changed to contributor. Please make sure you choose the correct role when you submit a proposal.
- An accepted proposal can be withdrawn from the APM. If presenters unanimously agree to withdraw the presentation, please e-mail APMProposals@cswe.org.

Presenter Availability

All presenters must be available to present Friday-Sunday, November 5–7, 2021 during the following time blocks (preliminary schedule and is subject to change). CSWE cannot accept special requests for presentation dates/times.

- Friday, November 5—7:45 AM–4:00 PM (EST)
- Saturday, November 6—7:45 AM–6:00 PM (EST)
- Sunday, November 7—9:00 AM–2:15 PM (EST)

IMPORTANT

- Please choose one e-mail address that you will use throughout your APM process this year. Use the same e-mail for your conference registration.
- The e-mail address should be valid through December 2021 because e-mail communications about the 2021 APM will be ongoing throughout the year.
- It is your responsibility to notify us of any organizational moves that affect your e-mail address.
- Please be aware that domains such as aol.com and yahoo.com often reject mass e-mails, and this may affect your ability to receive communications.