NEW AND NOTABLE

Detailed information can be found in the Program Chair Handbook.

- Presenters are required to use the slide template provided by ASHP.

- A photo and bio are **required**. They will be used in print and on the Web to promote the meeting.

- All slide sets for your session must be sent to your PC to be combined and submitted **as a single PowerPoint file**. **See page 9**.

- **A single abstract** should be submitted for the entire session. It is the Program Chair's responsibility to coordinate this with their presenters. **See page 9**.

- ACPE Standards: An **active learning strategy** and **learning assessment** are required FOR EACH SESSION OBJECTIVE. **See page 4**.

> ### ACTIVE LEARNING
> Attendees remember...
>
> **10%** of what they **hear**,
> **25%** of what they **see**, and
> **90%** of what they **hear and do**!

- Due to space limitations, only one position title and organization will be published on the Web, in the onsite program book, and in AJHP. Presenters may include additional information in their biography.

- Changes to slides after submission to ASHP are not permitted. It is the Program Chair's responsibility to review their presenters' slides prior to submission.

- Presenters are not permitted to use a USB drive, CD, or personal laptop to deliver their presentation. ASHP will preload presentation slides in the session room. **See page 10**.

- Only those slides received by the deadline will be posted online and made available to attendees to print and bring to the meeting. Slides received after the deadline will not be available to meeting attendees

- ASHP does not provide handouts onsite. If attendees prefer printed handouts, they must print at home from their computer before the meeting.

- Before you leave for the meeting, make sure you have your presenters' cell phone numbers... and that they have yours.

> **$ Honorarium $**
>
> Amounts will be **assigned** by ASHP to presenters based on the duration of his/her presentation.

Logos, Graphs, and Cartoons

- Most cartoons, graphs, and images downloaded from the Web are copyrighted.
- Logos are not permitted and will be removed by ASHP.
- Use royalty-free cartoons.**

**Read the *Copyright Handbook* for more information.