



# DEADLINE CHECKLIST for PROGRAM CHAIR (PC)



ASHP 2016 Midyear Clinical Meeting  
December 4 – 8 | Las Vegas, NV

Presenter Data Collection Site: <http://www.ashp.org/MCM16PR>

**INSTRUCTIONS ON HOW TO MEET THESE DEADLINES CAN BE FOUND IN YOUR PROGRAM CHAIR HANDBOOK**

<b>April 15</b>	<ul style="list-style-type: none"> <li>• <b>ASHP CONFIRMS</b> sessions and sends Program Chair confirmation letters.</li> <li>• <b>PROGRAM CHAIR</b> begins <b>RECRUITING</b> speakers and finalizing program content.</li> </ul>
<b>May 15</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>PROGRAM CHAIR SUBMITS</b> information to ASHP: <ul style="list-style-type: none"> <li>• Session Schedule .....Online</li> <li>• Signed letter of agreement.....Online</li> <li>• Special room set requests (optional).....Email</li> </ul> </li> <li><input type="checkbox"/> <b>PROGRAM CHAIR CONFIRMS</b> ALL speakers</li> <li><input type="checkbox"/> <b>PROGRAM CHAIR ADDS</b> speakers to Presenter Data Collection site* .....Online</li> </ul>
<b>June 1</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>PRESENTERS SUBMIT</b> information to ASHP: .....Online <ul style="list-style-type: none"> <li>• Contact Information &amp; Affiliation</li> <li>• Disclosure**</li> <li>• Recording &amp; Copyright Agreement</li> <li>• Biography</li> <li>• Photo/Headshot (min. 72 dpi, 320x320 pixels)</li> </ul> </li> <li><input type="checkbox"/> <b>PRESENTERS SUBMIT</b> W-9 .....See Handbook <i>Note: If you haven't submitted a W-9 within the last year, moved, or had a name change, you must submit a new W-9. Do not fax, email, or upload to the Educational Services Division. See W-9 coversheet for instructions.</i></li> </ul>
<b>July 15</b>	<ul style="list-style-type: none"> <li>• <b>ASHP CONFIRMS</b> speakers and sends confirmation letters. <b>ASHP WILL NOT CONFIRM A PRESENTER UNTIL:</b> <ul style="list-style-type: none"> <li>○ Program Chair submits Session Schedule</li> <li>○ Speaker submits all required information for June 1 deadline.</li> </ul> </li> <li>• <b>Session title and learning objectives must be FINALIZED</b></li> </ul>
<b>September 24</b> (suggested)	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>PRESENTERS SUBMIT</b> PowerPoint slides to Program Chair .....Email</li> </ul>
<b>October 1</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>PROGRAM CHAIR SUBMITS</b> single PowerPoint file for session.....Online <i>Note: PC reviews and combines all slides for session into a single PowerPoint file</i></li> <li><input type="checkbox"/> <b>PROGRAM CHAIR SUBMITS</b> single abstract for session: .....Online</li> <li><input type="checkbox"/> <b>PRESENTERS SUBMIT</b> materials to ASHP: .....Online <ul style="list-style-type: none"> <li>• Copyright permissions (if applicable)</li> <li>• Additional handouts, bibliographies, materials, etc. (recommended)</li> </ul> </li> </ul>
<b>January 2017</b>	<b>ASHP MAILS</b> honoraria checks.

\* If the Program Chair is also a presenter and/or moderator, they must add themselves for **EACH** role within the session.

\*\* If a presenter does not provide relevant financial relationship information, the presenter must be replaced or no CE credit will be provided.



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

Materials: [meetingmaterials@ashp.org](mailto:meetingmaterials@ashp.org) | Fax: 301-634-5907

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