PROGRAM CHAIR DEADLINE CHECKLIST

ASHP 2017 Summer Meetings & Exhibition

Presenter Data Collection site: www.ashp.org/SM17PR

DETAILED INSTRUCTIONS CAN BE FOUND IN YOUR PROGRAM CHAIR HANDBOOK

Nov 15	☐ **PROGRAM CHAIR CONFIRMS** ALL speakers. ☐ **PROGRAM CHAIR ADDS** speakers to Presenter Data Collection site* ....Online ☐ **Session title, learning objectives, and session description must be FINALIZED**

Jan 1	☐ **PROGRAM CHAIR SUBMITS** information to ASHP:
	   • Session Schedule ....Online
	   • AV requirements...Email
	   • Signed letter of agreement...Online
	☐ **PRESENTERS SUBMIT** information to ASHP: ....Online
	   • Contact Info & Affiliation
	   • Disclosure**
	   • Recording & Copyright Agreements
	   • Biography
	   • Photo/Headshot (min. 100KB)
	☐ **PRESENTERS SUBMIT** W-9 ....See Handbook
	*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.*

Jan 15	**ASHP CONFIRMS** speakers and sends confirmation letters. **ASHP WILL NOT CONFIRM A PRESENTER UNTIL** presenter submits all required information for January 1 deadline.
Jan/Feb/Mar	**PROGRAM CHAIRS, PRESENTERS,** and ASHP educational services staff coordinate learning activities and learning assessment.
Mar 25 (suggested)	☐ **PRESENTERS SUBMIT** PowerPoint slides to Program Chair ....Email

Apr 1	☐ **PROGRAM CHAIR SUBMITS single** PowerPoint file for session................................Online
	Note: PC reviews and combines all slides for session into a single PowerPoint file
	☐ **PROGRAM CHAIR SUBMITS single** abstract for session: ....Online
	☐ **PRESENTERS SUBMIT** materials to ASHP: ....Online
	   • Copyright Permissions (if applicable)
	   • Additional handouts/materials (recommended)

Jun 30	**ASHP MAILS** 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
Materials: meetingmaterials@ashp.org | Fax: 301-634-5907
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