



PRESENTER DEADLINE CHECKLIST

ASHP 2017 Summer Meetings & Exhibition

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

INSTRUCTIONS ON HOW TO MEET THESE DEADLINES CAN BE FOUND IN YOUR PRESENTER HANDBOOK

DUE

Jan 1 **PRESENTERS SUBMIT** personal information to ASHP:

- Contact Information & AffiliationOnline
- BiographyOnline
- Photo/Headshot (min. 100KB)Online
- Disclosure*Online
- Recording & Copyright AgreementsOnline
- W-9See 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 presenters and sends confirmation letters. **ASHP WILL NOT CONFIRM A PRESENTER UNTIL ALL ITEMS ABOVE HAVE BEEN SUBMITTED.**

Jan/Feb/Mar **PROGRAM CHAIRS, PRESENTERS,** and ASHP educational services staff coordinate learning activities and learning assessment.

Recommended: PRESENTERS VIEW webinar on active learning

www.ashp.org/forpresenters > Resources for Planning a Session > Building Blocks

Mar 25 **PRESENTERS SUBMIT** PowerPoint slides to Program ChairEmail
(suggested)

Apr 1 **PROGRAM CHAIR SUBMITS single** PowerPoint file for sessionOnline
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 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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