

ACTFL 2024 Presenter Responsibilities

Please read the following information carefully.

- Presenters whose proposals are selected for presentation **MUST** be available to present any day during the Convention. ACTFL reserves the right to schedule all presentations in any slot during the published convention dates and times and cannot take individual requests for preferred presentation assignments. If a presenter cannot accept the assigned time, then the presentation must be cancelled.
- All presenters, including session chairs, moderators, and/or facilitators, must register for the convention be a member of ACTFL or one of our Convention Partner organizations.
- Each session room will be set with an LCD projector, cart, screen, audio (sound), podium and microphone (if needed). A presenter must bring their own laptop computer to connect to the LCD projector. Any additional audiovisual equipment is the responsibility of the presenter and must be ordered and paid for by the presenter. Please refer to the instructions for ordering additional AV in the Ready Room.
- Presenters will have access to a wireless Internet connection in all meeting rooms. ACTFL cannot guarantee the optimal performance of higher bandwidth usage such as streaming video, Zoom, or other chat applications. ACTFL cannot guarantee that all connections will be secure. Although WiFi will be available throughout our meeting spaces in the convention center, strong and stable WiFi is not guaranteed in the Exhibit Hall for Electronic Poster and Roundtable presentations.
- Presenters should inform attendees if you do not want videos or photos taken of your presentation or slides.
- Presenters are not permitted to endorse or promote any commercial product, service, or company in which they have an affiliation or self-interest.
- Presenters are responsible for keeping all information sent from ACTFL and complying with the instructions and deadlines provided.
- Each presenter is responsible for uploading any handouts for session attendees to access either prior to the convention or immediately following (optional).
- All presenters are responsible for expenses incurred as the result of being accepted to make a presentation during the convention. This includes all travel expenses and registration fees.
- Presenters who cancel their session after agreeing to present or who are a “no show” at the convention may not be considered for a presentation for the following year’s convention.