



ACTFL
ANNUAL CONVENTION
& WORLD LANGUAGES EXPO

NASHVILLE 2017
MUSIC CITY CENTER
NOVEMBER 17-19

2017 Presenter Responsibilities

- Log in to your presenter Ready Room and accept your Agreement to present no later than Friday, September 15, 2017.
- 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.
- 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.
- Notify ACTFL in writing via e-mail at convention@actfl.org no less than thirty (30) days prior to the scheduled convention if you are unable to fulfill your commitment or are unable to participate for any reason.
- Register for the convention and be a member of ACTFL or one of our convention partner organizations (AATG, AATI, AATJ, CLASS, CLTA, or TFLTA).
- Each session room will be set with an LCD projector, tripod screen, projector stand, power strip, podium microphone if room size warrants, and an audio interface for laptop (if needed) at no cost to the presenter. If your presentation requires any additional equipment, that must be ordered at your expense. An order form with information about audiovisual equipment rental will be provided on the 2017 Convention page of our website at www.actfl.org in August. NOTE: If you will be using a MAC or PC laptop computer or any other device such as an iPad, iPhone, or Surface tablet that does not output to a 15pin VGA connection or a standard HDMI connection, we recommend that you bring your adaptor (dongle) to connect to our projectors which accept a 15pin VGA or standard HDMI connection.
- Provide handouts for session attendees. You may upload your handout materials into the presenter Ready Room for attendees to access on their mobile devices during your session or provide print copies onsite.
- 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, Skype or other chat applications. ACTFL cannot guarantee that all connections will be secure. NOTE: Electronic poster and Roundtable presentations in the exhibit hall will not have Internet access.
- All presenters are responsible for expenses incurred as a result of presenting. This includes all travel expenses and registration fees. ACTFL does not reimburse for travel, lodging, or other expenses incurred while traveling to or attending the ACTFL Convention.
- Present session as proposed and described in the Online Convention Program, print Program Guide and Mobile App.
- Agree not to sell products or services, or advertise or promote specific products, equipment, services, or systems during the session.

- Create an education program and learning materials that contain only your own work or the work that others have given you permission in writing to use.
- Obtain all necessary permission to use the work contained in your education program (including photos, drawings or any copyrighted material).
- Agree not to use subject matter which is libelous or which infringes any proprietary, personal, or intellectual property rights of any person, including, but not limited to, any rights of privacy and any copyright or trade secret rights.
- Meet all ACTFL deadlines and requirements.