



R9HSA Presenter and Co-Presenter Policies

All lead presenters are given a COMP registration to the conference, co-presenters, will receive a discount of \$100.00 off their registration per person (2 co-presenters max.) to present at the conference. We are unable to make exceptions for any co-presenter, panel members, workshop auditors or invitees even if they are only facilitating the workshop and leaving. They still must register at the co-presenter rate using the discount.

All workshop rooms will be in Classroom Style (Chairs & Tables) and will include an LCD projector with screen. For any additional set-up request contact the Association. **ALL PRESENTERS ARE RESPONSIBLE TO BRING THEIR OWN COMPUTER/LAPTOP WITH THEIR RESPECTIVE CONNECTORS.**

Sound: We will provide a microphone in the room.

Honorarium and Expenses: As a non-profit educational association, R9HSA does not award workshop presenters an honorarium. Speakers must also cover their own travel, parking and printing expenses.

Presenter and Co-Presenter/Panelist Fees: One Lead Presenter for each workshop will receive a complimentary registration to the conference. All co-presenters/panelists, workshop auditors and invitees must register using a promo code that will allow for a discount of \$100.00 off their registration per person. All lead presenter and co-presenters/panelists **MUST** register in order to present. Details on how to register will be sent after workshops have been selected. **All presenters and co-presenters are required to register by the established registration deadline; visit www.region9hsa.org to locate that date.**

Presenters representing vendors or consulting firms are asked not to sell or market items within the training session. However, presenters may contact R9HSA to secure space in the exhibit area to sell their products.

Workshop titles, presenter titles, workshop descriptions and any other elements going into the printed program book will be revised two times prior to printing. Once you receive your confirmed workshop, pay close attention to accuracy and length of the information (no more than 150 words for workshop description.)

The R9HSA offers five unique workshop formats: full-day-fee share (6 hours+), half-day fee share (3 hours+)*, half day seminar (3 hours), one and a half hour sessions (1.5 hours), and one hour sessions (1 hour). ***Fee share sessions – are contracted with R9HSA, please contact Ed Condon at econdon@region9hsa.org to discuss proposals in advance before submission.**

Handouts are the responsibility of the presenter to reproduce. We ask that you decide on an appropriate amount to bring. There will be times when attendees may outnumber your handouts and we ask that you explain to attendees that all materials are also posted on the R9HSA website. **Please submit electronic copies of any presentation aid no later than two weeks prior to the event.**

Region IX Training & Technical Assistance Network and National Training & Technical Assistance Centers Fees Policy

If you are a member of the Region IX TTA Network or National Center team your registration will be completely comped whether you are a presenter or co-presenter.

Cancellation

Changes and/or cancellations regarding your workshop must be submitted by no later than two weeks prior to the event's date.