



Champions for Stronger Children and Families

CHSA 2017 Annual Conference
January 9-13, 2017 - Sacramento, CA



PRESENTER REQUIREMENTS, GUIDELINES, AND DEADLINES

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

Presenters representing vendors or consulting firms are asked not to sell or market items within the training session. They may provide more of their product/service information by renting an exhibit booth in our exhibit hall.

Due to the large amount of workshops we are not able to accommodate individual schedule needs for presenters. Workshops will be placed by content need in the schedule accordingly.

Audio Visual: CHSA will provide an LCD projector, screen, and cables in each workshop room. CHSA will not be providing laptops.

Presenter and Co-Presenter/Panelist Fees: One Lead Presenter for each workshop will have complimentary access to the CHSA Conference, they are presenting at our registration policy permits, two co-presenters/panelists can register at a reduced registration rate of \$150 per person. All other co-presenters/panelists **MUST** register at the regular rate in order to participate. *Details on how to register will be sent after workshops have been selected.

DEADLINES

- August 22, 2016 – Workshop Proposal Deadline
- September 30, 2016-Everyone should have been notified if their workshop has been accepted or not.
- November 1, 2016 – All presenters, co-presenters and panelist must be registered by this date. Our registration policy permits two co-presenters/panelists to register at a reduced rate of \$150. All other co-presenters/panelists **MUST** register at the regular rate in order to participate. *Details on how to register will be sent after workshops have been selected.
- November 1, 2016 – Any and all edits including description edits, presenter changes etc. should be sent to CHSA via email. Additional changes will not be included in the printed program after this date.
- December 15, 2016 - All handouts must be received for each presentation and they will be posted on the CHSA website prior to the event.

*Additional details to follow in presenter contracts.