

Registration Submission Checklist

For your convenience, so that you are not resubmitting your documents multiple times, we are supplying you with this checklist. There is no need to return this list to the administrator with your documents.

Included in the initial mail out for your reference:

- Call for Presentations
- Registration Submission Checklist
- Sample and Format of Abstracts – please pay strict attention to the formatting details, as I will return it without further explanation
- Oral Presentation Instructions
- Poster Presentation Instructions & Visual

To be returned. These forms are all PDF fillable. Type in your information, save it, and return as a PDF doc attachment. Please save and remit all forms with the Title in this format:

FirstName LastName – name of form – year (Josephine Smith – C1 – 2020)

1. Registration Form – no ink; do not return as an image / scan.
2. AV Consent & Release Form – same as Registration form
3. C1 Contributors Agreement – same as Registration form
4. F2 Re-use of Images Permission Form (only if you are using images in your presentation)
5. Your abstract (**as a Word doc**)

Upon acceptance of your abstract the notification will include three documents, two to be returned: the COI form and a one paragraph biography of yourself. Insert the slide into your presentation.

1. Conflict of Interest Form – same as registration form
2. Sample Biography – written in third person

Are you using images in your presentation? If not, no need to submit the form F2.

If you are, then you need to have the publishers' permission to reproduce that image, unless it is in public domain. I would recommend you keep a paper trail of everything.

If you will be using images, but haven't heard back from the publisher yet, you can submit it later, but it must be before the start of the conference.

Co Presenters? Submit one abstract, but each of you will need to fill out all the remaining forms.

Co Presenters, one not attending? Submit one abstract, and the non attendee needs to fill out the C1 and F2 (if using images). Note: if you win a prize, I will need all your info on the top half of the registration form so you might as well submit that with your application.