



## Presenter Responsibility

### 2020 APM Accepted Presenter Compliance Policy

- All presenters listed on the proposal must attend the 2020 APM.
- Each presenter listed on the proposal must be registered and paid-in full by Tuesday, June 30, 2020. EXCEPTION: CONTRIBUTOR (SEE BELOW)
- Presenters who do not comply with the above items by the June 30th deadline will be removed from the proposal, the 2020 APM Final Program and the Mobile App.
- No replacement OR substitution of the presenters listed on the proposal is permitted.

**NOTE:** Please **DO NOT** list presenters on a proposal that cannot attend the 2020 APM, and/or that do not understand the above requirements.

### Contributor(s)

- The role of contributor has been added as an OPTIONAL role for all proposal types.
- You may designate contributors on your proposal. Contributors are individuals who contributed to the work presented in the proposal but who will not attend the APM to participate in the presentation. Please note that contributors will not be able to change their role at a later date, so it is very important that you ensure the correct role when you submit the proposal.
- Contributors are not required to meet presenter compliance policy requirements.

### Presenter and Contributor Roles

- You can only be a presenter on a maximum of three proposals – this includes all types/formats for peer-reviewed and invited proposals.
- There is no limit on the number of proposals you can be listed on as a contributor.
- Presenters and contributors will be listed in the final program and mobile app.
- No changes to the role status are allowed after proposals are submitted. It is important that you are listed in the appropriate role at the time of proposal submission.
- An accepted proposal can be withdrawn from the APM, if all presenters decide to withdraw it unanimously.

### Presenter Availability

All presenters must be available to present at any time on Friday – Sunday, November 13-15, 2020. CSWE cannot accept any special requests for presentation dates/times.

## Session Schedule

- Preconference Workshops  
Thursday, November 12, 2020 8:00 am-6:00 pm
- Education Sessions\*  
Friday, November 13, 7:30 am-5:15 pm  
Saturday, November 14, 7:30 am-5:15 pm  
Sunday, November 15, 7:30 am-2:15 pm

\*One third of a track's accepted proposals will be held on each day, Friday– Sunday.

## IMPORTANT:

- *Please choose one email address that you will use throughout your APM process this year*
- *Use this same email for your conference registration*
- *The email should be valid until December 2020 as all further communication about the 2020 APM will be via email and ongoing throughout the year*
- *It is your responsibility to notify us of any organizational moves that affect your email address*
- *Please be aware that domains such as aol.com, yahoo.com often reject mass emails and this may affect your ability to receive communications from cswe@confex.com*