

2025 CSWE Conference Presenter Responsibility Agreement



CSWE'S 71ST ANNUAL CONFERENCE
OCTOBER 23-26, 2025 | DENVER, CO



Attendance & Registration

- All presenters listed on the proposal must attend the 2025 CSWE Annual Conference.
- Each presenter listed on the proposal must be registered and registration must be paid in full.
 - This policy does not apply to contributors (please see below).
 - Presenters who do not comply with this policy by **July 26, 2025**, will be removed from the proposal submission database and Final Program.
 - Please do not list individuals as presenters on a proposal if they do not plan to attend the conference.
 - University Funding: If university funding is not available yet – presenters still need to pay in full by **July 26, 2025**. Please maintain registration receipt and request reimbursement from university.

- Withdrawals

- **Completely Withdrawing Proposal from Conference?** Please email edconference@cswe.org by **July 26, 2025** and use Subject Line: **Complete Withdrawal**

Please include the following in your email:

- Title of proposal
- Confirm that you/Team are **completely withdrawing** the proposal
- CC fellow presenters, (if applicable)

- **Individual Withdrawing from Team Presentation?** Please email edconference@cswe.org by **July 26, 2025**. and use Subject Line: **Individual Withdrawal**

Please include the following in your email:

- Title of proposal
- Confirm your withdrawal /Confirm that your fellow presenters will remain on the presentation
- CC fellow presenters
- Request that we change your role to “Contributor” (which means

you contributed to the proposal but unable to attend and present)

- Adding New Presenter
 - If you would like to add a new presenter to your team, please email edconference@cswe.org and include the following in your email:
 - Title of proposal
 - Full name of new presenter
 - Email address of new presenter
 - CC all presenters (if applicable)
 - We will email the new presenter an acceptance letter with instructions to complete registration and presenter tasks.

Contributors

- The role of contributor has been added as an option for all proposal types. You may designate contributors on your proposal.
- Contributors are individuals who contributed to the work in the proposal but who will not attend and present at the 2025 CSWE Annual Conference.
- Contributors are not required to meet the presenter compliance policy requirements.

Presenter and Contributor Roles

- You may be a presenter for a **maximum of three (3) proposals**; this includes all types and formats for peer-reviewed and non-peer-reviewed proposals.
 - You may submit **one** non-peer-reviewed proposal and **up to two** peer-reviewed proposals. Please click [here](#) to review the proposal types.
- There is **no limit** to the number of proposals you may be listed on as a **contributor or moderator**.
- Presenters and contributors will be listed in the mobile app and website.
- No changes to the role status are allowed after proposals are submitted; however, presenters who can no longer attend the conference may request that their role be changed to contributor.

Presenter Availability

All presenters must be available to present Thursday–Sunday, October 23–26, 2025. CSWE will not accept special requests for presentation dates or times.

Presenter Schedule & Travel Arrangements

Important: You will be notified of your presentation date, time, and room location after the presenter schedule is finalized. **Please wait to receive a confirmation email before booking your flights/hotels.**

Pre-conference events take place Wednesday and Thursday (Oct 22-23), and education sessions have a set schedule Friday – Sunday, October 24, 25, and 26.

Presenter Emails

- Please choose one email address that you will use throughout conference preparation: same email for communicating with CSWE, same email to log in to Cadmium Presenter Portal, and same email for your conference registration.
- The email address should be valid through December 2026 because email communications regarding the 2025 CSWE Conference will be 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 and yahoo.com often reject mass emails, and this may affect your ability to receive communications.