

HOW TO USE THIS SITE

PLEASE READ THE FOLLOWING TERMS & CONDITIONS CAREFULLY BEFORE USING THIS WEB SITE.

Terms and Conditions for Online Submission

By accessing or using this Site, you agree to these terms of use, conditions and all applicable laws. If you do not agree to these terms you may not use this Site. NAHRO reserves the right to change the terms, conditions, and notices under which the NAHRO Submission Website is offered.

It is expected that all proposal submissions have been well thought out and are ready for presentation by the individual(s) identified in the proposal. If you are not interested in presenting the proposal that you have in mind but are interested in attending a session which covers the topic and would like NAHRO to develop a session to meet your needs; or you do not wish to submit a session proposal but are interested in sharing your expertise as panelist, please email us at conferenceprogramming@nahro.org and be sure to include your contact information and details about your session idea or your area of interest/expertise.

Please note the following:

- The proposal submitter will serve as the primary contact for NAHRO and must have a valid email address.
- It is expected that the proposal submitter is directly connected to the proposal either by being one of the session participants who will present the material or works for/represents an individual who is named as the session presenter. If you are not directly involved in the presentation of the information then your role will be known as "Submitter Only". Proposal submitters must create an account using their own contact information and should not create an account which utilizes partial contact information of another person.
- Presenter(s) must agree to all Terms & Conditions for participation in NAHRO's conferences.
- Proposals may be submitted any time until Friday, February 3, 2012.
- We suggest that you first develop your proposed presentation in a word processing program such as Microsoft Word and then copy and paste the information in the appropriate sections. There is no spell or grammar check function within the online submission process, copying and pasting will ensure greater accuracy.
- Do NOT use all capital letters. If you do so, your submission will automatically be disqualified for consideration.
- Complete required fields in all sections. Fields denoted with asterisks (*) are required. You may exit and enter the proposal submission process as many times as needed to edit and complete your proposal up until the submission due date.
- To be considered as a presenter, your proposal must be educational in nature — that is, **sales presentations will not be accepted**. In addition, your material should be original; otherwise, sources must be referenced.
- Be sure to "Save" your changes on each page before navigating away from the page.
- Incomplete proposals cannot be submitted and considered for presentation.
- Completion of a submission does not guarantee acceptance.
- Proposals will only be accepted for considerations which are submitted through NAHRO's Submission Website. Proposals submitted in different formats will not be accepted for consideration.
- If two session proposals are similar in nature, the two proposal submitters may be contacted to determine if they will be willing to co-present the material.

Moderators and Panelist

- Must agree to all Terms & Conditions for participation.
- You must provide name, title, organization and a valid e-mail address.
- We strongly recommend no more than four (4) presenters per panel, including moderator.
- Submitter is responsible for communicating with all panelist regarding acceptance or rejection, deadlines and all other submission details.
- It is assumed that you have already communicated with and gained additional presenter's agreement to present the program material at the conference, should the proposal be accepted.

Accepted Proposals

- For all accepted submissions, NAHRO reserves the right to edit title, description, outcomes for promotional purposes.
- Following proposal acceptance, our conference team will contact all session participants with information regarding session scheduling, speaker confirmations and NAHRO's web based Speaker Management Center. Speakers agree to utilize the Speaker Management Center as their primary source for obtaining meeting information and communicating speaker/session requirements.
- It is expected that all presenters will adhere to the policies, procedures and deadlines established. This will help ensure that all information is posted and published in a timely manner for our attendees to view, and that all of your session needs are met.
- NAHRO conferences are paperless. For the benefit of our attendees, NAHRO requires at least one speaker handout document per session. For sessions with multiple presenters, a combined or individual handout is acceptable. No handouts will be duplicated or distributed by NAHRO onsite. Electronic copies (.PDF) of handouts will be posted on-line or provided in other electronic formats. Exceptions will be made for activities (tests, case studies, forms, etc...) to be completed during session time. Presenters agree to allow NAHRO to distribute handouts to meeting attendees and/or its membership.
- Whenever possible, we record our programs and make those audio/video recordings, and/or edited transcriptions available to members and other industry professionals. All participants are required to provide NAHRO with permission to record, edit, transcribe, archive, duplicate, distribute, reproduce and sell any written or visual material submitted in connection with and including the oral presentation, delivered at this program, in any and all media now existing or hereafter developed, throughout the world. All participants must grant this permission in order to be considered for participation in NAHRO's conference program offerings. Submitting a presentation indicates understanding and acceptance of this policy.
- Upon acceptance, presenter(s) must return the signed letter of agreement confirming their participation in the meeting.
- NAHRO events are non-commercial forums. Under no circumstances may a presenter promote a product, service, or anything else representing monetary self-interest. Failure to comply will impact future consideration. Any questions regarding this policy or a specific presentation should be directed to NAHRO's Program Manager for Conferences.
- Presentation time ranges from 75-minutes to 90-minutes. Presentation should reserve time for Q& A within the allotted timeframe.
- Presenters can generally expect an audience from 80 to 200 people.
- Presenters agree to allow NAHRO to provide presenter's contact information to attendees upon request.

What's Next

Once your proposal has been submitted, an onscreen confirmation will appear. Make sure you click on the "View Program Format" option. This will allow you to print and save a copy of your submission for your records. You will also receive an e-mail notification confirming submission of your proposal/idea. Please ensure your e-mail system is set up to receive e-mails from NAHROmedia@multiview.com.