



ACA 2012 Conference & Exposition Education Session Presenter Guide For 90-Minute and 60-Minute Sessions

Important Deadlines:

September 1, 2011: Deadline to provide any possible schedule conflicts (meetings or events during conference that you or your co-presenters will be at)

October 1, 2011: Deadline to edit printed information (presenter name(s), affiliation, etc.)

January 4, 2012: All presenters, including co-presenters, must register for the ACA 2012 Conference & Exposition. **You will not be able to present and your name will not appear in the Program Guide unless you register by January 4, 2012.** For information regarding registration please visit www.counseling.org/conference. We encourage you to register early to take advantage of lower registration fees.

March 1, 2012 Optional: Deadline to submit handout(s) to be posted online. If you are not making handout(s) available online, please bring at least 50 hardcopies with you to your session.

March 1, 2012 Optional: Deadline to submit picture and/or one paragraph bio to be posted online.

During the Call for Proposals period you agreed to the following:

- a) The Primary Presenter must be a current ACA member in good standing.
- b) The Primary Presenter is also the contact person and is responsible for notifying all other participants of acceptance, scheduling, and any other information provided by ACA.
- c) Presenters are responsible for all travel expenses including, but not limited to, lodging, transportation, and meals
- d) Presenters may not charge a separate fee for attending your session
- e) Presenters may not sell any products or services during the Conference. Presenters who wish to sell products or services must purchase exhibit space
- f) Presenters must be able to attend the ACA 2012 Conference and be available to present any time during the following days (March 23-25, 2012)
- g) Presenters must register for the Conference by **January 4, 2012**. Presenters who are unable to register and present will not be listed in the Conference Program Guide
- h) Presenters are responsible for preparing all materials to be distributed to attendees. The presenter grants ACA the right to use these handouts in any manner consistent with professional development

i) Presenters must submit handout(s) electronically by **March 1, 2012** to be posted online for attendees to access. If materials are not submitted by March 1, 2012 the presenter will be responsible for the duplication and distribution of the materials at the time of the Education Session at the presenter's expense: 100 handout copies for a 90-minute or 60-minute session

Guidelines for Education Session Presentations:

- 1. Presenter Responsibilities:** The presenter shall design and conduct the Education Session, providing specific content, appropriate audiovisual materials, and attendee handouts within the given time frame. The presenter should provide the most up-to-date, accurate, pertinent information possible and adhere to the highest ethical principles and standards of the profession.
- 2. Room Set-up:** All rooms are set up theater style with a head table and either a standing or table top podium. If any furniture is moved during the presentation, the presenter will be responsible for returning the room to the original set up. The presenter will be responsible for any cost associated with restoring.
- 3. Audiovisual Equipment:** ACA will provide an LCD screen and projector to use with your personal laptop (ACA does not provide computers). Additional equipment can be ordered at the expense of the presenter, prior to the conference (email cturner@counseling.org) or in the Speakers Ready Room prior to your presentation.
Internet? The 2012 Conference Site **does not have internet access** in the Education Session Rooms. If internet access is needed for your presentation please contact cturner@counseling.org to inquire if access can be granted and what costs are involved.
- 4. Materials for the use of attendees:** The presenter is responsible for preparing all materials to be distributed to participants. The presenter grants ACA the right to use these handouts in any manner consistent with professional development.
 - a) Handouts must be original to the presenter or, if drawn from other sources, used by permission of the copyright holder over the materials.
 - b) Submit materials (PowerPoint, Word, and/or PDFs) to cturner@counseling.org by March 1, 2012 and identify what session the handout is for. If there is more than one document, identify the order in which they should be posted in. Please limit the size of your handout to no more than 5 MB. **No changes can be made once submitted.**
 - c) If materials are not submitted by March 1, 2012, the presenter will be responsible for the duplication and distribution of the materials at the time of the Education Session presentation at the presenter's expense: 100 handout copies for a 90-minute or 60-minute session. Materials for your presentation can be sent ahead of time to your hotel addressed to your attention and labeled "Hold for Arrival" or brought with you. Please check with your hotel for authorization and further information. Do not send any materials directly to the Conference Center.

5. **Evaluations: All sessions and presenters are evaluated by** attendees using an online evaluation system during or after conference. The information obtained through the evaluation process will be **available upon request**.
6. **Psychology CE Credit:** ACA is approved by the American Psychological Association to sponsor continuing education for psychologists. If your session is selected for psychology CE credit you are required to include statements that describe the accuracy and utility of the materials presented, the basis of such statements, the limitations of the content being taught, and the severe and the most common risks during your session. Separate notification and reminders will be given to selected session presenters.
7. **Speaker Ready Room:** Located on the third floor of The Moscone Center, in **room 3020**, will be open to all presenters:
 - Friday, March 23: 10:30 am - 5:00 pm
 - Saturday, March 24: 10:30 am - 5:00 pm
 - Sunday, March 25: 7:00 am - 12:00 pm
 - Practice presenting with the AV equipment
 - Order Additional AV for your presentation. Additional AV orders will be at the presenters own expense. Please note: Each Education Session room will be equipped with an LCD projector and screen only
 - Receive a special Presenter Ribbon for your name badge
 - Grab a cup of complementary coffee!
8. **Cancellation by the presenter:** Should cancellation of your presentation become necessary, please notify ACA immediately in writing. Please note that canceling an approved session may effect the approval of future Conference proposals.

ACA Contact:

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