

## **Policy Regarding Short Course Instructors and Preconference Presenters**

Approved by Executive Committee: January 31, 2013

Preconference presenters may have their preconference registration fees waived. Presenters receiving complimentary registration must be listed as a presenter in the convention program and justification for the presenters must be included in the proposal at the time of submission. All presenters are expected to register for the convention if they plan to attend convention sessions.

Short course instructors may have their short course registration fees waived. Instructors receiving complimentary registration must be listed as a presenter in the convention program and justification for the instructors must be included in the proposal at the time of submission.

Preconference presenters or Short Course instructors must provide and transport their own printed materials for the conference. Preconference presenters and short course instructors may apply for up to \$50 per short course/preconference reimbursement to cover material costs after the conference.

The language of the policy will be provided to the short course and preconference convention planners and included in the call for preconference and short course submissions.