



## PRESENTER RESPONSIBILITIES

- All presenters, session presiders, and facilitators, must register for the conference and be a member of IFLTA.
- Each session room will be equipped with a projection screen and overhead projector. Let us know if you need any of the audiovisual equipment listed as available on the session proposal form. Laptop computers and data projectors are not available, but presenters are welcome to bring their own.
- Presenters are responsible for keeping all information sent from IFLTA and complying with the instructions and deadlines provided. Information will be sent via e-mail.
- Each presenter is responsible for providing his/her own handouts for their session's attendees if they choose to use one. If you will be providing print copies during your session, please have enough copies for the number of seats in the room to which your presentation is assigned. You may also post handouts on the IFLTA website for access before the conference.
- All presenters are responsible for expenses incurred as a result of presenting. This includes all travel expenses and registration fees. IFLTA is a non-profit organization and can't reimburse its presenters.