## PRESENTER INFORMATION QUICK GUIDE & FAQ

**ALL ACTION ITEMS ARE DUE ON: *March 4, 2024***

**EARLY BIRD REGISTRATION DEADLINE: *February 14, 2024***

**PRESENTER ACTION ITEMS CHECKLIST:**

* Conference Syllabus Materials
* Disclosure of Conflict of Interest Form
* Conference Registration
* Audiovisual Requirements Form ***(Concurrent Session and Plenary only)***
* Book your Conference Hotel Room (if applicable)

**Conference Syllabus**

We will be preparing a syllabus and must receive content materials for your presentation(s). You can either submit your presentation(s) as a 2-4 page summary paper or as PowerPoint slides (will be printed in handout format 6/page). Please do not send it as a pdf but rather, as a Word or a PowerPoint document. We ask you to include the learning objectives and a list of your references. (Please note that your session will be evaluated in part on meeting these criteria.) Send your material by email to: sarah.ipce@ubc.ca no later than March 10, 2020 so that we may include it.

**Conference Hotel**
Please reserve your room at a special rate of $229.00 + taxes until March 20, 2024 for single/double occupancy. Please book [online here](https://www.hyatt.com/en-US/group-booking/SEARS/G-FAS2) and specify that you are booking under “FASD 2024 Conference”. Or please call toll-free: **1.800.233.1234** (North America) or **1.402.592.6464** (International) to reserve.

**Conference Registration**
**All presenters must register for the conference before March 4, 2024\***
*If you are unsure if you are a presenter or not, please see the FAQ: What is the difference between a presenter and an author? Or email Casidee Gonzales gonzales@fasdunited.org*
We are pleased to offer a reduced registration fee of $350 to our main symposium to our presenters. The easiest way to register is through our secure online registration system: [9th International Research Conference on Adolescents and Adults with FASD (regfox.com)](https://fasdunited.regfox.com/fasdconference)
Alternatively, you can complete the registration form located on the back of the conference brochure.
***\*All presenters in Pre-Conference, Plenary or 90-min sessions have been given their individual registration links by email.***

**Disclosure of Conflict of Interest Form**
All presenters must fully disclose any affiliation (financial or otherwise) with a commercial or other industry interest that they, their spouse or close family members have with respect to information being presented at the conference. Please complete the **Disclosure of Conflict of Interest** form and return it to our office. All presenters must disclose conflicts of interest during the presentation verbally and in the PowerPoint presentation.

**AV Requirements**
Please fill in your AV requirements:

* PLENARY and PRE-CONFERENCE SESSIONS
* 90/45-MIN SESSIONS
* 15-MIN SESSIONS

**Moderator Introduction**

The moderator for your session will be given the biography that was submitted along with your abstract to introduce you. **IF YOU DID NOT SUBMIT A BIOGRAPHY OR WOULD LIKE TO UPDATE YOUR BIOGRAPHY** please send an updated bio to Casidee at gonzales@fasdunited.org.

**FAQ:**

***1. What is the difference between a presenter and an author?***

You are a **presenter** if:
• You will be attending the conference to present your material

You are an **author** if:
• You will NOT be attending the conference to present your material

• You have helped to produce the material that will be presented

***2a. Do I need to register for the conference?***
Yes, PRESENTERS must register for the conference.

***2b. But I am only able to attend my session to present, do I still need to register?***
Please email registration at registration@fasdunited.org and they will advise you on next steps.

***3. What is the conference syllabus used for? How will it be distributed?***
Registrants regularly request materials such as this, so that they may focus their attention on the speaker and not be distracted by note taking. Conference participants place high value on the course syllabus. The syllabus will be distributed to the participants in paper and electronic format prior to the conference.

***4. I do not have any conflicts to disclose. Do I still need to fill in this form?***
Yes. All presenters must complete this form. If you have no conflicts to disclose, please check the “I do not have an affiliation” checkbox on the top of the page, and the “No” checkbox at the bottom of the page. Please sign, date, and return the completed form.