

GUIDELINES FOR

Roundtable Presentations

2018 CSTE Annual CONFERENCE

GENERAL GUIDELINES

Roundtable sessions involve informative presentations focusing on recent findings or innovative topics, with substantial opportunity for discussion among attendees. **Sessions do not have audio-visual equipment, telephone conferencing equipment, telephone lines, or internet lines available.**

All presenting authors and moderators are expected to register for the conference and pay related fees. CSTE does not provide a travel allowance, honorarium, or reimbursement for presenting authors or moderators attending the conference. Presenting authors and moderators are encouraged to become CSTE members, but it is not a requirement to present at the conference.



PRESENTATION TIME AND Q&A

Sessions are 45 minutes and are held during morning, lunch and afternoon periods. Food and beverages are not provided during sessions. Most sessions only focus on one topic, but occasionally two topics may be invited to a session. Presentation times can be accessed through your online invitation information in Speaker's Corner. A direct link to your personal Speaker's Corner can be found in your invitation e-mail.



HANDOUTS

Handouts are not a requirement; however, if you want to distribute handouts during the session, we recommend you bring plenty of copies with you. Handouts may also be uploaded through Speaker's Corner. A direct link to your personal Speaker's Corner can be found in your invitation email. **Handouts may be uploaded online by 11:59PM EST on Friday, June 1, 2018 or after the conference.**



PHOTOGRAPHY DISCLOSURE

By participating in this conference, you grant CSTE the right to take and distribute photographs, videotapes, electronic reproductions, and audiotapes of events and activities for use in CSTE print and digital materials.



Important Dates

4•27•18 Invitation Response

6•1•18 Handout Upload

INVITATION RESPONSE Formal letters of invitation are sent by e-mail from the CSTE national office by **March 23**. Presenting authors should respond to the invitation online. All presenting authors are expected to register for the conference and pay related fees. **Your response to the invitation to present is required no later than 11:59PM EST on April 27, 2018. Submission of an abstract implies that presenting authors are committed to making the presentation at the conference. Should circumstances change and a presenting author is unable to attend, then the author is responsible for finding a substitute presenting author.** Presenting authors that fail to respond by the deadline will be considered accepted and expected to present.

Withdrawal of an accepted abstract must be made no later than 11:59PM EST on April 27, 2018 by contacting scClinton@cste.org. Withdrawals made after this date or failure to present an accepted abstract could result in disqualification from presenting an abstract at future conferences.

QUESTIONS Contact the CSTE national office at (770) 458-3811 if you have questions that are not addressed in the guidelines or the CSTE website.