

Contract Information for Presenters

PLEASE NOTE: *WCSS is a non-profit organization.* We require that all presenters be members of the WCSS and register for the conference. If not already a member of the WCSS, you may become a member by registering for the conference.

I. ROOM ARRANGEMENT: All rooms will be arranged theater style.

II. COPIES AND HANDOUTS

While we cannot guarantee the number of participants at any particular conference session, we strongly encourage presenters to come to the conference with handouts to accommodate a minimum of 30 participants. The WCSS does not reimburse for any costs related to your presentation. You may want to consider providing handouts in digital form on a website or on a CD.

III. AUDIO-VISUAL REQUESTS: A screen will be provided in each room.

NO OTHER audio/visual equipment will be furnished by WCSS for Conference presentations. Overhead Projectors, VCRs, Monitors, Computers, Modem Connections, LCD Projection Systems, Extension Cords, and Power Strips will NOT be furnished by the WCSS. You may provide your own additional AV equipment or contact the Convention Center for rental information. Failure to comply with this restriction will prevent any future proposals suggested by you being accepted.

IV. PRESENTERS MUST REGISTER FOR THE CONFERENCE

By WCSS policy all presenters serve on a volunteer basis at the State Conference. Presenters cannot be reimbursed for lodging, travel, presentation, or conference registration fees. Presenters are further requested not to present sessions that promote the sale of materials designed for their profit. Please complete the separate conference registration form either online or download the form and mail it to the address on that form.

You will receive preliminary acceptance of your proposal by _____ [Date]. You will receive final acceptance of your session proposal **ONLY** after registration has been paid. Your session will not be listed in the program until all registration fees connected with your session have been paid.

V. Email Address

(Please provide an email that will accept attachments. Some school emails block attachments.)

Please Read and Sign the Following Statement

I certify that the listed participants and I have agreed to take part in this program and will register for the conference. I will notify co-presenters of the date, time, and location of the presentation if it is accepted. I will serve as the chairperson and organizer of the session. I will be responsible for remitting registration fees for all presenters of this session. I understand that final acceptance of my session will only come after registration for all presenters has been paid.

Main Presenter's Signature

List Other Presenters