

Important Handout Information

Comments from previous conference attendees stress the importance of handouts as visual aids for presentations. Predicting how many copies of handouts presenters should make is not an easy task, as participants are free to select from a variety of quality presentations. Conference attendees often prefer to receive handouts from every session. In effort to increase the availability of handouts from all sessions, we are offering the opportunity to post these materials online.

The electronic versions of these handouts will be posted on a Web site made available to registered conference attendees only, with the URL emailed to registered attendees prior to the conference. Registered participants will be able to access these handouts and use them to determine which conference sessions they would like to attend.

Posting these materials online will benefit presenters, allowing them to supplement the materials they may provide on-site in Orlando, while also benefiting conference attendees, giving them an opportunity to decide which sessions they would like to attend prior to the meeting.

Electronic handouts must be received by January 25 to be posted prior to the conference and allow us time to notify attendees.

Instructions for submitting...

- Send materials as email attachments to dlarson@k-state.edu. Include “Academic Chairpersons e-Handouts – (PresenterName)” in the subject line.
- In the body of the email and on each attachment, be sure to include the names and institutions for each presenter, the presentation title, and “2008 Academic Chairpersons Conference.”
- Handouts can be submitted in .ppt, .doc, .xls, and .pdf formats, along with various image formats.
- Files cannot be submitted via e-mail if they exceed 10MB. If you have a file that exceeds this size, or if you have problems submitting, please contact Derek Larson at dlarson@k-state.edu. He will provide further instructions.

Agreement form

By submitting materials electronically, you agree to the following:

- The submitted material is original and does not violate any copyright or intellectual property rights of others.
- To grant Kansas State University the right to post the submitted material to the conference website accessible to registered conference participants.

If you also plan to provide handouts on site, we recommend having 70 copies available. Extra copies can be turned in at the registration desk for the materials distribution table. If you run out of copies, you can always let participants know you will have them posted to the Web site.