



78<sup>th</sup> SWCS INTERNATIONAL ANNUAL CONFERENCE

## INFORMATION FOR WORKSHOP ORGANIZERS AND PRESENTERS

Below you will find information regarding your workshop.

### PRESENTER DETAILS

- All workshop presenters must be available on Sunday, August 6, 2023, between 1:00 PM - 4:00 PM, to present live in person.
- Workshop moderator, presenters, and a detailed agenda are the responsibility of the workshop organizer; information is required within online submission form. You will have the opportunity to provide any edits as detailed in the list of deadlines below.
- The meeting rooms are equipped with Internet, audio, lectern, wireless microphone, AV cart, laptop, screen, projector, extension cord, and a slide advance remote. Please note that all presenters are required to utilize the laptop provided in the meeting room, unless otherwise indicated.
- Each presenter should bring an appropriate-length PowerPoint on a USB drive to the conference. Remember to consider limiting text on slides and including meaningful graphics and representative images.
- Please note that you will be responsible for bringing your handouts. You will receive information on the number of individuals registered after the early registration deadline June 26 and again after the online registration deadline July 26.

### IMPORTANT DEADLINES

- Workshop organizers: please submit the following items to [events@swcs.org](mailto:events@swcs.org) no later than **June 14, 2023**:
  - Indicate edits to your detailed agenda, if any
  - Indicate edits to your abstract, if any
  - Indicate speaker changes or additions, if any
  - Indicate any AV changes, if any
- Workshop presenters will receive a complimentary registration for the workshop; however, they are required to register for the conference if they wish to participate in any additional activities. Once released, registration information can be found at [www.swcs.org/23AC](http://www.swcs.org/23AC).

Additional information will be sent to the primary author of the workshop and will be available at [www.swcs.org/23AC](http://www.swcs.org/23AC) as released.