Lead Author

First Name: _____   **Last Name:** _____

Insitution: _____   **Title:** _____

Email Address: _____   **Phone:** _____

Are you a Marshall Employee?   Yes   No

Submission information

Title: _____

Abstract: Describe your submission in 500 characters or less

(This will be used by conference organizers to select submisions for presentation and may be listed in the program guide if your submission is chosen.)

Abstract: Describe your submission in 150 characters or less

(This will be used by conference organizers to select submissions for presentation and **will** be listed in the program guide if your submission is chosen.)

Please select your submission type (choose only one option)

Panel Presentation (author selected)   Teaching Clinic

Panel Presentation (conference arranged)   Diversity

Workshop   Facilitated Roundtable Discussion

Tutorial

Are you interested in being considered for another type of submission if your first choice cannot be accomondated?   Yes   No

Additional Authors

There is a maximum of six facilitators per submission (including the lead author).

Author Names   Title and Institution

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

IMPORTANT PROGRAMMING INFORMATION

- **If your submission is selected for presentation, you will be required to register for the conference. Marshall University employees will be able to have their registration fees waived.**
- **Standard room set-up will include access to a computer, a video projector and display screen. If you need additional accomodations, please contact April Fugett at fugett5@marshall.edu.**
- **Submission request forms must be sent to** fugett5@marshall.edu **and ctl@marshall.edu.**
- **Submissions that have been chosen will be contacted via email by approximately March 18, 2020. Adjust your spam folder accordingly.**
- **It is YOUR responsibility to meet all deadlines set-forth by the programming committee. Where not otherwise specified, you will have a maximum of seven calendar days in which to respond to any correspondence or requests by the programming committee. If you do not respond in a timely manner or meet deadlines, it will be assumed that you wish to withdraw your submission and submission request.**
- **Submission of a request form does not guarantee programming participation. The program committee will make all decisions regarding submissions.**
- **If accepted, presentation times will be chosen based on availability. Specific timeslots CANNOT be guaranteed and may need to be adjusted.**
- **All presentations may be photographed, recorded, or live-broadcast unless requested otherwise in advance.**
- **Submission of this form indicates that you have read, understood, and agreed to this information.**

- **I understand (Please check here to indicate that you have read and understand everything outlined in the submission form.)**