



Responsibilities of Annual Meeting Primary Presenter

1. If requested, submit updated information that addresses feedback by the reviewers.
2. Ensure that all session presenters register for the conference and, if necessary, make their hotel reservations by the posted deadline.
3. Confirm audiovisual equipment to be utilized in the session. (Please note, SACSCOC does not provide laptops for sessions.) Presenters must bring their own laptop computers. Standard equipment that will be provided in each workshop and concurrent session will be a data projector, podium with an attached microphone, and a screen. The presenter may be responsible for covering the expense for additional equipment requested.
4. Submit an electronic copy of your presentation slides. Guidelines for this submission will be sent to you. (Note that attendees will be given access to all concurrent session presentations that are received by the deadline.)
5. **Provide timely notification of any changes in content, presenter information, or support needed for the session.**