



## PRESENTER RESPONSIBILITIES

- ◆ All presenters, session presiders, and facilitators must register for the conference and be a member of IFLTA.
- ◆ Each session / workshop room will be equipped with a projection screen and overhead projector. Wi-fi and other audiovisual equipment are available as indicated on the on-line submission form. Laptop computers and data projectors are not available, but presenters are welcome to bring their own.
- ◆ Presenters are responsible for keeping all information sent from IFLTA and complying with the instructions and deadlines provided. Information will be sent via e-mail.
- ◆ Each presenter is responsible for providing his or her own session handouts if so desired. Please provide enough copies for the number of seats in the room to which your presentation is assigned. You may also post handouts on the IFLTA website for access before or after the conference.
- ◆ All presenters are responsible for expenses incurred as a result of presenting. This includes all travel expenses and registration fees. Indiana Foreign Language Teachers Association is a non-profit organization and cannot reimburse its presenters.