

## Southwest & Rocky Mountain College Health Associations

### 2010 ANNUAL MEETING

## Hot Topics in Health Care!

October 10, 11, 12, 2010 | Albuquerque, New Mexico

# POLICIES & TERMS FOR PRESENTERS

Presenters attending the Annual Meeting are expected to register for the SWCHA Annual Meeting and pay their own registration fee and travel expenses. Presenters, who are coming to present—but who are not staying for the Annual Meeting—do not need to register for the conference.

#### Registration, Travel, & Accommodations:

1. We encourage speakers to attend the meeting. The registration form will be available on the SWCHA web site by June 1, 2010. The registration fee will be announced at a later date. Check the SWCHA web site ([www.swcha.org](http://www.swcha.org)) for updates.
2. Speakers must make their own travel and hotel arrangements and pay their own expenses. Information about the hotel will be listed on the SWCHA web site ([www.swcha.org](http://www.swcha.org)) by June 1, 2010.

#### Honorarium & Travel Expense Reimbursement:

1. Speakers in the college health field are not eligible for an honorarium or expense reimbursement.
2. Speakers can solicit honorarium or expense reimbursement from outside sources, with the approval and involvement of the SWCHA Educational Planning Committee. The funds must be paid directly to the SWCHA Treasurer; the funds will then be paid to the speaker by SWCHA. If a speaker accepts money directly from an outside source (excluding his/her place of employment), the session will most likely be ineligible for CE credit.
3. All speakers must disclose affiliations and relationships with corporations on their *Presenter Information Form*. If you are notified that you will be receiving an honorarium and/or expense reimbursement after submitting this form, please re-submit the portion of the form disclosing the affiliation. (Co-presenters need to submit their information on the *Co-Presenter Information Form*.)

#### Speaker Handouts:

1. Speakers are encouraged to bring handouts to give to people attending their program.
2. Following the Annual Meeting, we would like to post copies of handouts on the SWCHA web site.

#### Continuing Education Credits:

SWCHA applies for continuing education credits through the American College Health Association (ACHA). ACHA is accredited as a provider of continuing education credits for physicians, nurses, psychologists, and certified health education specialists. The information provided in the *Presenter Information Form* will be included in the application for continuing education (CE) credits that will be submitted to ACHA.

1. Speakers must cover the behavioral objectives submitted on their proposal, and the program content must be presented in the time allotted for the session.
2. When preparing the program content, presenters should ensure that they have addressed all issues of diversity as applicable to their session.
3. The national professional organizations that grant this accreditation require that those in attendance evaluate each continuing education offering. The program objectives will be printed in an evaluation book. Each person who attends your session will be asked to rate your presentation as to the extent the behavioral objective(s) were achieved.
4. No speaker may sell, display, or promote products or services in the room where the presentation is being presented.

#### Audio/Visual Requirements:

1. If your proposal is accepted, you will be asked to indicate your anticipated audio/visual needs. Please do not request equipment you do not expect to use; we pay a fee to rent each piece of equipment.
2. If you plan to use a laptop computer, we ask that you bring a laptop. If your laptop is not an IBM-compatible laptop, let the Conference Planner know prior to the meeting. If you have a projector you can bring to use with your laptop, please let the Conference Planner know.