



PRESENTER RESPONSIBILITIES

- **All presenters, session presiders, and attendees must register for the conference** and be a member of IFLTA. (Registration for the conference includes IFLTA membership.)
- Each presentation room is equipped with a screen and a small table with electrical outlets. **Projectors, computers, and speakers are not available**, but presenters are welcome to bring their own. We are sorry that we cannot accommodate other AV requests.
- **Commercial sales are not permitted during any sessions or workshop presentations. Exhibitors are welcome to submit proposals; however, all monetary transactions must take place in the exhibit hall by participating exhibitors only. For additional questions, contact the conference chair.**
- 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 send handouts to the IFLTA conference chair to be uploaded to the IFLTA app 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.