



ABSTRACT FAQs

Please read the Frequently Asked Questions below prior to filling out the abstract application.

Q: Where do I fill in my information?

A: Any question or area that is bolded indicates that it needs an answer typed in or a yes/no checked.

Q: Will I be reimbursed travel or registration since I am presenting?

A: Abstract presenters are **not** reimbursed or paid in any way to present an abstract at the conference. This includes lodging, airfare, meals, etc.

Q: Can I change the title or objectives later on?

A: Once you have received notice that your abstract has been accepted, you **cannot** change the title or the learning objectives. The title and learning objectives that are accepted are provided to the credentialing board to receive CEUs. Changing either can possibly result in your presentation **not receiving CEUs**.

Q: Do I need to turn in all this paperwork right now? Some of it appears redundant.

A: Yes. Otherwise, you will be inundated with emails later on and risk the board or hotel not having the information we need for your presentation to run smoothly. Each form has its own purpose and is needed.

Q: Do all presenters need to fill out the paperwork?

A: Yes, we need **every** presenter to fill out separate abstract applications. However, only **one** AV form is needed per presentation regardless of how many presenters.

Q: Do all documents have to be in WORD format?

A: Yes, every document must be in WORD format due to I.T. logistics down the road. You may type your signature on the forms.

Q: Do I get CEU credit for my own presentation?

A: No, unfortunately.

Q: Do I need to register for the conference?

A: If you are only attending your presentation, then **no**. If you plan to sit in on any other presentations, then **yes**. You must register at least one week prior to the conference.

Q: Do I really need to submit my powerpoint 6 weeks in advance?

A: Yes. The I.T. team needs these ahead of time in order to post to the STSW website for attendees to download in preparation for the conference. Additionally, the venue's AV reps typically need them as well to download backups ahead of time in case there is a malfunction.



ABSTRACT APPLICATION

Please type in your responses for any question/area that is bolded. Items marked with an * should be completed as you wish them to appear in printed material.

***Name:**

***Position Title:**

***Credentials:**

***Hospital/Organization:**

Mailing Address:

Email Address:

Phone:

Fax:

Cell Phone (please include):

Presentation Title:

***Please choose carefully when creating a title to fully describe your content. If your presentation is focused on a specific organ or age group, please include that in the title.*

-Is this an ethics CEU? Yes ____ No ____

-Is this your first speaking presentation? Yes ____ No ____

-Are you a previous STSW Presenter? Yes ____ No ____

-Are you available any day/time Yes ____ No ____

during the conference to present? If no, specify available days/times:

Please mark which is applicable for you:

____ I confirm that I am able to present at the Society for Transplant Social Workers Conference.

____ I confirm that I am submitting a poster at the Society for Transplant Social Workers Conference and do not wish to present a breakout.

IF YES, PLEASE PROVIDE THE INFORMATION LISTED BELOW:

- CV or Resume (word document)
- Abstract (word document)
- 3 goals/learning objectives (word document)
- Speaker Release Form (attached below)
- Disclosure of Commercial Support (attached below)
- Bio for your introduction (attached below)
- AV form (attached below)
- Electronic PowerPoint (provide at least 6 weeks before conference)



SPEAKER RELEASE FORM

While reserving my copyright to any materials I contribute to the Society or present at the annual conference, I authorize the Society to copy, edit, reproduce and distribute these materials, in any medium now in existence or which may be developed in the future, including CD-ROM, DVD and the Internet.

I also hereby grant to the Society authorization to use, encode, digitize, edit, transmit, archive and display the video and audio of my presentation at its annual conference, as well as my name, voice, likeness, biographic information and ancillary material in connection with such video or audio. Moreover, I grant the Society authorization to make the presentation, including audio/video recordings available to its membership, general public through its website via streaming media and/or physical media, including download. This Release grants the Society the right to make limited edits solely for purposes of displaying and distributing my written materials and audio-visual presentation, for example but not limited to, selecting portions of my presentation for inclusion in audio/video clips. Please note that any substantive or significant "content" edits by the Society shall require my prior written permission.

I hereby acknowledge and affirm that my presentation and any related written materials are my own original materials and/or that I will fully credit authorship of materials from other sources and do not infringe the copyright or other property rights of any third party. Should my presentation and/or written materials contain any content that is the property of others, I will immediately notify the Society in writing of that content so that it may either be removed, or proper copyright may be obtained.

Further, I agree that neither my presentation nor distributed materials will contain any defamatory matters or factual inaccuracies, except that which is stated as a matter of opinion.

I understand and agree that the Society makes no warranties or promises and is not responsible for any unauthorized use of my presentation through distribution technologies, including but not limited to those delineated above, and I agree to hold the Society harmless from all such uses.

I specifically acknowledge that I am fully authorized and empowered to convey the rights granted by this Release. Moreover, I specifically acknowledge that the rights set forth in this Release are granted on a royalty-free and irrevocable basis. This release shall be binding upon me and my heirs, legal representatives and assigns.

Signature

Date

Mailing Address

City/State/Postal Code

Email Address

Contact Telephone Number

Institution/Organization



DISCLOSURE OF COMMERCIAL SUPPORT

For all CEU activities, providers must disclose to participants prior to educational activities the existence of any significant financial or relationship a faculty member has with the manufacturer(s) of any commercial products(s) or providers(s) of any commercial services(s) discussed in an educational presentation.

As a provider accredited by NASW, Society for Transplant Social Workers must insure balance, independence, objectivity, and scientific rigor in all its individually sponsored educational activities.

All faculty participating in a supported activity are expected to disclose to the activity audience any significant financial interest or other relationship with the manufacturer(s) any commercial product(s) and /or provider(s) of commercial supporters of the activity. The intent of this disclosure is not to prevent a speaker with a significant financial or other relationship from making a presentation but rather to provide listeners with information on which they can make their own judgments. It remains for the audience to determine whether the speaker's interests or relationship may influence the presentation with regard to exposition or conclusion.

Your Name (print):

Presentation Title:

Presentation Date:

- Will your presentation include discussion of any commercial products or services? Yes No
- Is this activity supported by an unrestricted grant from commercial supporter(s)? Yes No
- Do you have any significant relationship(s) with the commercial supporter(s) of this activity? Yes No
- Will your presentation include discussion of any research products or services? Yes No
- Will your presentation include discussion of unlabeled uses of products? Yes No

If **yes**, do you have any significant financial interest or other relationship with manufacturer(s) of any of the products or providers(s) of any of the services you intend to discuss? Yes No N/A

If **yes**, please provide list of manufacture(s) or provider(s) and describe the nature of the relationship(s) (i.e., significant financial interest or other relationship can include such things as grants or research support, employee, consultant, major stockholder, member of speaker's bureau, etc.) You may attach a separate sheet of paper.

PLEASE TYPE IN ANY COMMERCIAL SUPPORT:

Unrestricted Grant/ Research Consultant:

Speaker's Bureau (or equivalent):

Other Financial Interest:

Major Stock Holder:

Signature

Date



SPEAKER BIOGRAPHY

Speaker Biography

Please type a short biography of how you would like to be introduced. What you include below and how you word it is how it will be read during your presentation introduction. **Please do not exceed more than 250 words.**

Name:

Presentation Title:

Current Position:

Biographical material here:



SPEAKER AUDIO-VISUAL FORM

Please type in **all** the information below regarding your session, registration and audiovisual equipment needs.
Duplicate this form for **EACH** session in which you are presenting.

Session Information:

Speaker Name:

Phone Number:

Is this a panel discussion? Yes No **If yes, how many panelists:**

Session Title:

AV Needs:

Podium microphone: Yes No **Lavaliere microphone:** Yes No

Will your presentation require an internet connection? Yes No

Do you have a data presentation? Yes No

Does your presentation have audio? Yes No

Does your presentation have video? Yes No

If yes, please list the type: Separate DVD Embedded in Presentation

You have the option of bringing your own laptop to present from if you are more comfortable with that.

Bringing own laptop? Yes No **If yes, what type:** PC MAC

On what media will you be bringing your back-up copy of your presentation?

Thumb drive CD/DVD

Visual Aids (mark if you'd like access to)

Laser Pointer (one will be provided for each meeting room)

Flipchart with markers Whiteboard

Any other equipment you will require for your presentation? Please note it here:

IMPORTANT:

We will need your electronic powerpoint presentations BY AUGUST 15, 2018 (6 weeks before the conference). Please mark this on your calendar.