



Frequently Asked Questions (FAQ's)

Program Submission

What is needed in a professional resume or Curriculum Vitae (CV)?

- Name of presenter with updated contact information
- Identify your training or expertise on the proposed presentation
- List your education/degree(s)/certification also including specialty areas that relate to the proposed presentation
- List your publications that are most relevant to the proposed presentation (up to 10) if any
- List any academic appointments if any
- Describe your involvement in relevant professional organizations if any
- List any awards/honors received if any

Do I have to be an ASHA member to be able to submit a program?

No, members and non-members can submit applications. Applications will be peer-reviewed by each category's set of criteria.

Will ASHA accept submissions after the March 28th closing date?

Due to timeline restrictions, ASHA will not accept any late submissions.

Accepted Programs

How will I know if my proposal has been accepted?

The lead presenter will be notified by email by May 5, 2014 using the email address that was used during submission. Please ensure that all entries are completed accurately. Lead presenters are responsible for communicating with their co-presenter(s) if any.

Can I request a specific day/time to present?

No. Due to scheduling logistics, ASHA is unable to accommodate presentation scheduling requests. Please try and make all presenters available to present for the duration of the conference.

What if I cancel or withdraw my session?

If you withdraw or cancel before the deadline, there is no penalty. After you have been accepted, there is a possibility of sanctions/suspensions applied to future submissions.

On-site Logistics

Will presenters be provided AV equipment?

Yes. ASHA will provide the standard AV equipment in each room. This includes a LCD, a screen, front of room presentation table, and a podium microphone. Anything additional outside this package, can be provided by the hotel upon advanced request for a fee.

Can I bring my own laptop to present?

Yes. You can bring your own laptop to present from. This year, ASHA will have one laptop in each room to ensure a smooth transition to each presentation.



Will ASHA provide internet connection or wireless (WiFi) connection?

No. There may be a fee for wired/wireless internet connections in conference rooms. Arrangements can be made directly to the hotel.

Will ASHA copy handouts for my presentation?

No. ASHA will not provide copy service from the office. We will provide you with print/copy center information in Portland for you to make copies on-site. Please arrange at least 30 copies in advance.

Who do I contact if I am interested in exhibiting and/or sponsoring an event?

Contact Kathy Bradley or Trish Smith at ASHA's National Office. They can be reached by email at resourcedevelopment@ashaweb.org or by phone, (703) 506-7675.