

AASHE 2023 Presenter Policies and Procedures

Thank you for presenting at the [AASHE 2023 Conference & Expo](#). The conference would not be a success without the dedication and support from leaders and experts in the field like you. To clarify our expectations for presenters and to help us deliver an exceptional conference experience, we have adopted the following policies and procedures, subject to change without prior notice. You must agree to these Policies and Procedures in order to present, so please review them carefully.

1. Presenters agree to abide by the [AASHE 2023 Registration and Participation Policies](#).
2. All accepted presenters must register for the conference by **September 15, 2023**. Presenters who are not registered by this date will have their session canceled.
3. Accepted presenters who are not able to attend must notify AASHE staff immediately. If you are unable to attend, you will need to cancel your registration by the cancellation cutoff date of **October 6, 2023** for a refund, minus the 20% administrative fee. No refunds will be granted after October 6, 2023.
4. All costs to attend AASHE 2023 are the responsibility of each presenter, including registration, travel and lodging.
5. As a thank you for contributing to AASHE 2023, presenters receive a discount on registration if they register by September 15, 2023. The discounts apply only to full conference registration fees. Please follow the instructions you will receive via email to receive this discount.
6. All sessions must be educational in nature. Presentations cannot be sales pitches. Advertisements of a product, service or memberships to outside organizations are not allowed. If you are a supplier of products or services, please be sure your session content is based upon a relevant topic, concept, or idea – not one of your products or services.
7. Each session room will be equipped with a PC laptop with MS Office, screen, projector podium and microphone. *Mac laptops and Mac adapters will not be provided so prepare your presentation materials to be compatible with projecting from a PC.* Presenters must transfer their presentation to the provided laptop (e.g., with a flash drive or via email). They may not project from their own devices.
8. *Presenters are responsible for providing all supplies needed for their session*, including but not limited to: pens, note paper, flip charts, markers, etc. AASHE does not provide these supplies. AASHE generally discourages using printed handouts during sessions and digital resources can be provided to attendees via the mobile app. Presenters who wish to distribute handouts are responsible for providing these materials.

9. If a presenter's professional affiliation changes, the presenter must edit their profile in their Speaker Portal to reflect this change.
10. Presenters will have the opportunity to make *minor edits* to accepted sessions in their Speaker Portal. Significant edits that change the focus of the session are not allowed.
11. Presenters are required to upload a digital copy of any presentation materials to the speaker portal and grant AASHE an irrevocable, royalty-free, non-exclusive and perpetual license to share them via the conference mobile app and [AASHE's Campus Sustainability Hub](#).
12. The presenter waives any right to inspect or approve the use of the presenter's names or the Presentation Materials or any other images or recordings or of any written copy related to the session. Presenter hereby releases, defend, indemnify and hold harmless AASHE, its Board of Directors, officers, employees or agents from and against any claims, damages or liability arising from or related to the use of the presenter's name or the Presentation Materials or any other images, recordings or materials related to the AASHE conference, including but not limited to claims of defamation, invasion of privacy, rights of publicity, copyright or trademark infringement, or any misuse, distortion, blurring, alteration, optical illusion or use in composite form that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.
13. The presenter affirms that the presentation and any associated materials are their original work, that they have obtained any necessary copyright permissions and that AASHE's use of such file(s) will not infringe the rights of any third party, including but not limited to intellectual property rights, or any other rights protected by law (such as the right to privacy or right of publicity).