

2016 NASW-FL Social Work Conference

PRESENTER CONTRACT

A signed and completed contract must be received by **January 15, 2016** to secure your place in the conference agenda and confirm your workshop time.

Return contract to NASW-FL using one of the following methods. Please DO NOT send your completed contract via multiple methods; receiving duplicate contracts will delay our final scheduling process: **FAX** to (850) 561-6279; **E-MAIL** to anne@naswfl.org; **MAIL** to NASW-FL SWC Presenter Contracts, 1931 Dellwood Dr., Tallahassee, FL 32303. For questions, contact Anne Kelly at anne@naswfl.org or 1-800-352-6279.

I, _____, agree to present a workshop entitled _____

for _____ contact hours during the NASW-FL Annual Conference on June 16–18, 2016.

Financial Terms/Registration

No honorariums will be paid. Transportation, room, and board are the responsibility of the presenter. NASW-FL will waive 50% of conference registration fees for presenters who wish to attend. Registration is not mandated, but only registered attendees will be eligible to receive CE credit for workshops other than the one they present.

Workshop Materials

Presenters are responsible for all copies of handouts required for their workshop. Presenters will receive e-mail notification with an estimated attendee count approximately one to two weeks prior to the conference. Workshop attendance can range anywhere from 5–120. It is acceptable to send electronic copies of handouts to participants following the workshop, as long as the handouts are sent within one week of the conference and the e-mail addresses collected are only used for this purpose.

____ Initial here to indicate that you understand this rule and agree to abide by it.

Audio-Visual Equipment

Please indicate below any A/V equipment that is needed for your presentation.

- | | |
|--|--|
| <input type="checkbox"/> LCD projector and screen | <input type="checkbox"/> Microphone (provided in workshops with greater than 50 participants only) |
| <input type="checkbox"/> DVD player (will be connected to LCD/speakers) | <input type="checkbox"/> Other A/V: _____ |
| <input type="checkbox"/> Speakers (needed for any video or other media presentations with sound) | <input type="checkbox"/> No A/V required for my workshop. |
| <input type="checkbox"/> Flip chart and markers | <input type="checkbox"/> Unknown – I will contact NASW-FL later; failure to notify NASW-FL in a timely manner may result in equipment not being available. |
| <input type="checkbox"/> CD player | |

LAPTOP COMPUTERS WILL NOT BE PROVIDED UNDER ANY CIRCUMSTANCES.

All presenters are responsible for providing their own laptops for use at the workshop.

To allow time to deal with any technical problems onsite before the workshop, presenters are required to arrive at their designated room a minimum of 30 minutes prior to the scheduled start time of the workshop.

____ Initial here to indicate that you understand this rule and agree to abide by it.

Marketing Restrictions

Social Work Conference 2016 presenters are prohibited from proactively utilizing their presentation of an educational session as a marketing tool for their products, either before, during, or after the presentation.

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Room Set Up

All rooms will be set up theater style (chairs in rows, no tables, speaker up front) unless arrangements are made otherwise. Requests for alternative arrangements will be considered and accepted on a space-available basis only. To request approval for any alternative seating or room set up, please note below.

- My workshop requires a specialized seating style: _____
Reason for request: _____.
- Please include a display table in the workshop room.

Special Considerations

It is vital for us to be aware of any high noise levels, graphic materials, or other special considerations so we can best meet your needs and those of surrounding workshops. Please note here:

Workshop Time Selection

We will make every possible effort to accommodate date and time restrictions that presenters may have; *your selection must fit into one of the scheduled time blocks for that type of presentation (1.5 hours, 3 hours, etc.).* Please indicate your availability for the entire conference or select your first and second choice for your workshop time and make note of any times you are unavailable to present:

- _____ **I am available throughout the entire conference.**
- _____ **Workshop Session A** (1.5 contact hour sessions only/2.0 Domestic Violence)
Thursday, June 16th, 11:00 a.m.–12:30 p.m.
- _____ **Workshop Session B** (3 contact hour sessions only)
Thursday, June 16th, 2:00–5:30 p.m. *(includes half-hour break at 3:30 p.m.)*
- _____ **Workshop Session D** (1.5 contact hour sessions only)
Friday, June 17th, 8:30–10:00 a.m.
- _____ **Workshop Session E** (1.5 contact hour sessions only)
Friday, June 17th, 10:30 a.m.–12:00 p.m.
- _____ **Workshop Session F** (3 contact hour sessions only)
Friday, June 17th, 3:00–6:00 p.m.
- _____ **Workshop Session G** (3 or 6 contact hour sessions)
Saturday, June 18th, 9:00 a.m.–12:00 p.m. OR 9:00 a.m.–4:30 p.m.

Emergencies

If an emergency arises and you are unable to present, contact us as early as possible at 1-800-352-6279 or anne@naswfl.org. After June 10th, call Anne Kelly via cell at (850) 524-2663. Contact us until you’ve received a confirmation that your message has been received. Failure to provide proper notification may negatively affect your ability to present at future conferences.

Ethical Agreement

NASW-FL has an obligation to adhere to the Code of Ethics throughout all of its activities and events. Your signature of this contract indicates your agreement to the following statement: *“As a contracted presenter with NASW, I agree to adhere to the NASW Code of Ethics in the content of my presentation, including NASW’s policies on diversity and nondiscrimination.”*

I acknowledge I have read and agree to the preceding terms and conditions:

Signature: _____ **Date:** _____

IMPORTANT! Maintain a copy of this signed form for your records.