

## Proposal FAQs

### **I am unable to condense my files into a single document or my file size was too large for the application form, how should I proceed?**

The application form restricts file size to 10 MB. Supplemental materials can be sent to [forum@collaborativepractice.com](mailto:forum@collaborativepractice.com).

### **When will I be notified whether my proposal has been accepted?**

The Forum Workshop Proposal Review Committee will have a full month, from the submission deadline, to review and evaluate all proposals. The Forum Program Committee will then make final selections. We will notify all those who submitted a proposal by mid-May. We ask presenters to sign and return their Presenter Agreement within seven days of notification. Your signature will confirm your commitment to present on the day and time indicated on the agreement.

### **Will you be able to accommodate my request to present on a certain day and time?**

Pre-Forum Institutes are offered on Thursday and Friday from 9am to 3pm with a one-hour break for lunch. Workshops are offered Saturday morning, Saturday afternoon and Sunday morning. We will certainly take requests for specific days/times into consideration. In order to balance the program offerings over the course of the weekend, however, we cannot guarantee that all such requests can be accommodated.

### **I would like to include a PowerPoint presentation, but I don't own a projector. Will you provide one?**

IACP does not provide projectors or laptops for Forum workshops. If you have a presentation that requires a projector and laptop, we recommend contacting your Practice Group or a colleague to determine if there is equipment available to borrow. We can also connect you with the hotel's audio visual partner for rental information. Please be aware, however, that such rentals may be cost prohibitive.

### **What else should I know about requesting AV equipment for my presentation?**

We will provide a projection screen as well as a flip chart if requested. If you intend to show a video during your presentation, please be sure to indicate that on your proposal form so we can arrange for any necessary sound equipment. Hand-held, wired microphones may also be provided for workshop presentations depending on the room size and final number of attendees. Final AV needs will be confirmed one month prior to the Forum. Additions or changes made onsite may result in fees for which the presenter(s) will be responsible.

### **I would like to present with several co-presenters. Why are we limited to three?**

IACP is able to offer the Presenter registration rate to three presenters per workshop. If you believe that additional presenters would add value to your program, you may invite others to join you. Please note that only three presenters will be listed in the Forum brochure and those three individuals will receive the discounted rate when registering online.

### **Do I have to register for the Forum if I am a presenter?**

As a presenter and educator within the Collaborative community, we certainly hope that you plan to attend the Forum. In order to attend plenary sessions, meals, workshops or social events, you must be a registered attendee. Presenters receive a deeply discounted registration rate and are encouraged to register before the Early Bird deadline in order to take advantage of the additional discount available.