



GENERAL POLICIES FOR PRESENTERS

Please review these policies carefully. By submitting session proposals and presenting at NSTA national conferences, you agree to adhere to all the instructions, guidelines, and deadlines reflected below and on [NSTAs website](#). If you have any questions, contact conferences@nsta.org.

Note: All policies apply to presenters and co-presenters at NSTA national conferences.

PRESENTER REGISTRATION, TRAVEL, AND LODGING

- All presenters, including co-presenters, must register (as an attendee) and pay for their meeting registration by the deadline to avoid session cancellation. The cost associated with attending the NSTA Annual Conference, including registration, is the responsibility of the individual presenters. Presenters are not provided with honoraria or registration discounts.
- All presenters must conduct their presentations in person at the NSTA National Conference.
- All presenters must be registered as attendees or meet the requirements of nonprofits/government agencies as described in the Guidelines section below to present an educator session. Exhibitor badges will not be accepted for educator sessions.
- All presenters with an outstanding balance owed to NSTA of more than 30 days may be removed from consideration by the NSTA Staff.
- Exhibitor badges will not be accepted for educator sessions.
- All presenters must come to the onsite NSTA Registration Area. Upon check-in, presenters will receive a name badge (required for admittance to meeting sessions and the Exhibit Hall).
- All presenters must make their own travel arrangements. Presenters are responsible for all costs relating to their travel.
- All presenters must make their own lodging reservations. Presenters are responsible for all costs relating to their lodging. You are asked to make your reservation using NSTAs online reservation system.

GUIDELINES

- *Active and Retired Teachers/Educators*
Active and Retired Teachers/Educators (and co-presenters) are invited to submit up to a maximum of three (3) proposals for consideration in any combination of 30-minute presentations, 60-minute presentations, or 60-minute hands-on workshops. (Proposals submitted for poster and speed sharing sessions do not count towards this 3-proposal max.) Proposals should focus on the presenter's individual work and not offer any endorsements to specific products or services available on the market.
- *Nonprofit Organizations or Government Agencies*

Nonprofit Organizations and Government Agencies are invited to submit up to a maximum of three (3) proposals for consideration in any combination of 30-minute presentations, 60-minute presentations, or 60-minute hands-on workshops. (Proposals submitted for poster and speed sharing sessions do not count towards this 3-proposal max.) Proposals should focus on freely available resources and do not have any fee attached for participants to utilize said resources fully.

Presentations focused on offering a product(s) for sale, paid training or professional learning opportunities, supplements, or additional resources for a fee will need to be submitted as an Exhibitor Workshop.

- *Commercial Organizations*

Commercial Organizations are invited to present via the Exhibitor Workshop option. Companies must have an exhibit booth for the respective conference to be eligible. Exhibitor workshops are guaranteed to be scheduled, provided they meet acceptable standards of taste and NSTA Safety Guidelines. For information, contact Marcelo Nunez at mnunez@nstaalliances.org.

- *Science Consultants*

Science Consultants are invited to submit up to a maximum of three (3) proposals for consideration in any combination of 30-minute presentations, 60-minute presentations, or 60-minute hands-on workshops. (Proposals submitted for poster and speed sharing sessions do not count towards this 3-proposal max.) Proposals should focus on the presenter's individual work and not promote the use of the consultant's service or any fee-based materials.

NONCOMMERCIAL POLICY

NSTA's policy is that any session promoting a saleable product, program, or service must be conducted as an exhibitor workshop and NOT as an educator session. Companies must be exhibiting at the conference to submit an exhibitor workshop proposal. While nonprofit organizations and government agencies are invited to submit educator proposals, those proposals should focus on freely available resources and not have any fee attached for participants to utilize said resources fully. Presentations focused on offering a product(s) for sale, paid training or professional learning opportunities, supplements, or additional resources for a fee will need to be submitted as an Exhibitor Workshop. For information, contact Marcelo Nunez at mnunez@nstaalliances.org.

PUBLICATION MATERIALS

If your session proposal is accepted, your session title and description may be edited by the NSTA staff for publication purposes.

All images, photographs, logos, music, videos, and illustrations included in the presentation must be the original work of the speaker(s), or they need to have written permission from the author to include this content in the presentation. Nothing should be included in the presentation that infringes the ownership rights, including copyright, of any third party. Everything included in the presentation must properly cite the source of any copyrighted materials, including text indicating "reprinted with permission" or as advised by the copyright holder.

PRESENTER CANCELLATION/NO-SHOW POLICY

Before accepting the presenter role or submitting a conference proposal, presenters should be reasonably confident that they will attend the meeting and make the presentation as scheduled.

Cancellations and failure to give scheduled presentations without notice are disruptive and leave gaps in the program that are a source of frustration for attendees. Therefore, NSTA must enforce penalties for avoidable situations which result in gaps in the meeting program.

- Individuals who are designated as a presenter of an accepted oral presentation must do one of the following:
 1. attend the meeting and deliver the presentation
 2. notify staff and their co-presenters of the intent to cancel 60 days before the start of the meeting
 3. arrange for the presentation to be delivered by a substitute presenter (only if there is an unforeseen event)

If none of these actions are taken, the presenter will be designated as a no-show.

- To cancel, presenters should notify the Conference Planner (conferences@nsta.org) of the intent to cancel 45 days before the start of the meeting.
- A presenter who is a no-show for one or more oral presentations at a single meeting will receive a warning. If the speaker no-shows again within three years, they will be suspended from giving an oral presentation for the next two years.
- Refund requests must be in writing and postmarked or emailed 45 days before the event. All cancellations that qualify for a refund are subject to a \$20 processing fee. Ticketed events are nonrefundable. Presenters who are no-shows do not qualify for a refund.
- A presenter who is a no-show for one or more oral presentations at a single meeting will receive a warning. If the speaker no-shows again within three years, they will be suspended from giving an oral presentation for the next two years.
- Extenuating circumstances can be evaluated via appeal to the Chief Learning Officer and Director of Meetings, provided that the presenter gave some advance notice of the cancellation to NSTA.

PHOTOGRAPHY/VIDEOGRAPHY/AUDIO RECORDING POLICY

All Presenters grant NSTA the right and permission to take photos, stream live, and record presentation(s) as part of the annual conference. This material may be available to conference registrants, members, and the NSTA community during and after the conference for educational and promotional purposes consistent with the association's mission. Presenters relinquish the right to examine or approve photos, audio, or video recordings before publication, including any print materials in connection with audio and video recordings. Presenters agree that no royalties are due to me. By receiving a copy of this Guide, Presenters acknowledge that they have received and agree to these

terms and understand its content. Presenters understand that NSTA relies on this agreement and release and that release and consent are irrevocable.

SUBMITTING PROPOSALS

Proposals must be submitted via our [submission portal](#) for one of the educator session types listed below:

- **Poster** - During a designated time, presenters can describe strategies or tools by referencing the various graphics, texts, and/or illustrations from your prepared poster and table space provided in a share-a-thon format. This is a great session for new presenters to share their expertise as well as seasoned presenters to share a go-to strategy from their classroom or professional experience. For those who desire support, mentors will be available in January and February to help with the planning of the poster session.
- **Speed Sharing** - Each presenter will share a strategy or tool during a 10-minute presentation. Three presenters will be scheduled within a one-hour period of time, grouped together by theme. Moderators will be assigned to each trio of presenters to support the planning for the session. The last 15 minutes will be dedicated to informal discussions and Q&A with the presenters led by the moderator. This is a great first session for new conference presenters or as a way for seasoned presenters to share a go-to strategy or tool.
- **30-minute Presentation** - A 30-minute opportunity to share an innovative teaching idea, results of research, or to discuss a topic of general or specific interest. Presentations are clustered and staggered by topic in adjacent rooms, so attendees can explore a topic of interest in greater depth by hearing from multiple presenters.
- **60-minute Presentation** - A 60-minute opportunity to share an innovative teaching idea, results of research, or to discuss a topic of general or specific interest.
- **Hands-on Workshop** - A 60-minute session that engages the audience in a hands-on science activity and focuses on supporting classroom teaching and learning. This session should include audience participation in *student hat* or from a student's perspective.
- **Share-a-thon Session** - An informal setting for multiple invited presenters to share information about related projects or findings in a two-hour session. The room is set in a "Flea Market" style (banquet rounds and chairs in the center of the room) to encourage free-flowing movement from one project to another. Such a session can include a myriad of offerings, including poster presentations, "make-n-take" opportunities, etc.

These sessions are organized by committees and groups that invite participants to share ideas connected to specific grades/topics. If you would like to express interest in being part of a share-a-thon, please provide your contact information which will be shared with share-a-thon organizers.

Presenters are responsible for ensuring that:

- The title clearly communicates what the session is about.
- All co-presenters are added to the submission. (Additional presenters can be added after saving the proposal.)
- All presenter names, email addresses, position titles, and school/company are accurately reflected on the submission form. Modifications can be made via NSTA's My Account page.
- Presenters are **CONFIRMED** and agree to co-present before submitting a session proposal.

- The deadlines are realistic. Please avoid submitting session proposals if you cannot adhere to the deadlines.

DEADLINES

Presenters agree to adhere to the deadlines located on NSTAs [website](#). NSTA reserves the right to reject and cancel sessions that do not have presenters registered for the conference by the deadline.

MINIMUM SAFETY PRACTICES AND REGULATIONS FOR PRESENTERS AND WORKSHOP LEADERS
Presenters must review and agree to comply with the [NSTA Minimum Safety Practices and Regulations for Presenters and Workshop Leaders](#).