



## Presenter Guidelines

### 2017 ATA Trade Show Seminars

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<b>When:</b>	January 10-12, 2017, 7:15 a.m. - 8:15 a.m. daily
<b>Where:</b>	Indiana Convention Center, Indianapolis, Indiana
<b>Who:</b>	Any Individual, Company, Manufacturer or other entity may submit seminar ideas, provided their topic fits the ATA's overall need. The topic/presentation <b>CANNOT be a solicitation for a product or business.</b> ATA members receive priority over non-members as presenters.
<b>General Info:</b>	All presenters and topics will be reviewed by ATA to ensure the proposed seminar benefits attendees and advances their business and technical development. Applications will be screened for relevance and applicability to the overall educational needs of the ATA's seminar program.
<b>Outline:</b>	Presenters <b>MUST</b> submit, with their seminar registration, a short outline of what the seminar will cover and specific expected outcomes for attendees (see registration form). This outline will be used in the seminar program guide.
<b>Time limit:</b>	All seminars must run 55 minutes, including time allowed for a question-and-answer session.
<b>Handouts:</b>	All seminars must provide handout(s), including the presenter's contact information and the seminar's outline.
<b>Acceptance:</b>	Once a presentation is accepted for the seminar program, <b>NO CHANGES TO THE PRESENTATION OUTLINE</b> is allowed.
<b>Application:</b>	All presenters must submit the ATA Seminar <b><i>Presenter Application Request Form.</i></b>
<b>Deadline:</b>	All seminar materials, including a brief biography of the presenter, presentation outline and <b><i>Presenter Application Request Form,</i></b> must be submitted to the ATA and postmarked no later than <b><u>June 30, 2016.</u></b> Technical presentations sponsored by manufacturers must also be submitted by the submission deadline. All applications will be reviewed, and presenters notified by September 15, 2016.

- Equipment:** Each presentation room will have the following equipment:
- Classroom seating
  - Wireless microphone, mixer
  - Computer projection system
  - Whiteboard, markers
  - Flip chart
  - 8-foot projection screen
  - Demonstration table
- Additional needs will be the responsibility of the presenter.
- Presenters:** All presenters must submit a short biographical sketch (150 words or less) to be used in the *Seminar Guide* materials, which will be compiled and available to participants during the trade show. All presenters should be set up and ready to present by 7:15 a.m., as scheduled.
- Length:** Each seminar runs from 7:15 a.m. until 8:15 a.m. Presenters may stay until 9 a.m. to communicate with interested attendees, if necessary.
- Recording:** Seminars may be recorded by the ATA, using various types of media, for later use. Such use may include, but is not limited to, official ATA presentations, the ATA website, etc. Permission for official ATA use of recorded material is granted by the presenter on the *Presenter Application Request Form*.
- Contact info:** Each presenter should include current contact information, including a web site (if possible) and a working e-mail address. This helps attendees follow up and get additional information to make the seminar contact more relevant and productive for all parties.
- ATA Contact:** Inquiries for additional information about submitting a seminar proposal should be directed to Jennifer Mazur, Director of Archery and Bowhunting Programs, at [jennifermazur@archerytrade.org](mailto:jennifermazur@archerytrade.org) or 301-580-1238.

All Applications should be sent to:  
Jennifer Mazur  
Director of Archery and Bowhunting Programs  
17820 Tree Lawn Drive  
Ashton MD 20861  
[jennifermazur@archerytrade.org](mailto:jennifermazur@archerytrade.org)  
301-580-1238  
507-233-8140 Fax