



2019 seep
Annual Conference
**Building Resilience
through Market Systems**
October 21-23 | Arlington, Virginia

#SEEP2019 PRESENTER POLICIES

Conference Registration – All Speakers Must Register and Pay

All speakers – Session Chairs, moderators, speakers, Innovation Challenge finalists – are required to register and pay for their participation in the conference. Speakers benefit from a 15% discount and need to **register by August 21**.

Session Chairs, Moderators and Presenters who have not paid their registration fee by **August 21** risk exclusion from the conference program.

Speakers from countries ineligible to participate in the [U.S. Visa Waiver Program](#) must secure their temporary travel visas from the US Consulate in their counties by **September 30** or risk removal from the conference agenda.

Confirmation & Number of Speakers – Innovation Challenge

Innovation Challenge Presenters must confirm their participation to annualconference@seepnetwork.org immediately upon receipt of a favorable response and no later than **July 15**. There is a maximum of one (1) presenter.

Confirmation & Number of Speakers – Peer Learning Sessions

Session Chairs must confirm their speakers to annualconference@seepnetwork.org immediately upon receipt of a favorable response for their session and no later than **July 15**. There is a maximum of four (4) speakers per session, including the moderator. The only exception to this rule is the Debate format which accepts up to five (5) speakers, including the moderator.

Member Point of Contact - Innovation Challenge Presenter

The SEEP Member submitting a successful Innovation Challenge abstract will be considered the Innovation Challenge Presenter. He/she will be the sole contact for all communications regarding the poster session, and responsible for ensuring compliance with these policies, including deadlines. The Innovation Challenge Presenter commits to working with SEEP Staff and Annual Conference Advisory Committee if any changes need to be made to the proposed poster session.

Member Point of Contact - Session Chair

The SEEP Member submitting a successful Peer Learning Session proposal will be considered the Session Chair. The Chair will be the main contact for all communications regarding the selected proposal and the Peer Learning Session. He/She will also be responsible for ensuring compliance with these policies, and that all other co-presenters are aware of, and comply with the policies herein, including deadlines. The Chair commits to working with SEEP Staff and Annual Conference Advisory Committee if any changes need to be made to the proposed session.

Multiple Proposal and Abstract Submissions

SEEP member organizations may submit more than one Peer Learning Session proposal and Innovation Challenge abstract. Each proposal must be submitted separately and meet the criteria described in this document. Results of the review process for session proposals and Innovation abstracts will be announced the week of **July 1**.

Only staff from SEEP member organizations may serve as a Session Chair or Innovation Presenter. A SEEP member may chair only one (1) Peer Learning Session or lead only one (1) Innovation Challenge, however s/he may speak on the panel of another peer learning session.

Only SEEP Network Members in Good Standing may Submit a Proposal

Only SEEP member organizations in good standing may propose a Peer Learning Session and/or Innovation Challenge. If you are unsure as to the status of your membership, please inquire at membership@seepnetwork.org. Interested in membership? Email us at membership@seepnetwork.org.

Peer Learning Session – Content & Delivery

The Peer Learning Session Chair assumes full responsibility for the design and quality of the session, the coordination of all session presenters, and session delivery. The Chair must ensure that the session learning objectives reflect those which were specified in the original proposal submission, with such refinements to the content as may be recommended by the conference Advisory Committee.

Lecture-based PowerPoint presentations do little to engage an audience and foster learning. We encourage the use of interactive presentation styles that rely on graphics, digital media, data visualization, storytelling and other formats to convey key messages. Regardless of the session format you chose, the design of your peer learning session needs to take into account diverse learning styles, stimulate audience engagement, and invite dialogue.

Presentation Materials – Innovation Challenge

SEEP will provide audio-visual equipment and a digital presentation template for the printed poster and stopwatch pitch. The design file for your poster must be finalized and submitted electronically to annualconference@seepnetwork.org no later than **October 4**. SEEP will take care of printing on poster board (24" wide x 36" high).

Presentation Materials – Peer Learning Sessions

SEEP will provide audio-visual equipment and a branded digital presentation template for all Peer Learning Sessions. The presentation materials that will be used during your session must be finalized and submitted electronically to annualconference@seepnetwork.org no later than **October 14**. Please note that SEEP is not responsible for printing any classroom materials. If you wish to provide handouts for your session, please plan to bring enough copies (75) for distribution. While SEEP does not have printing facilities on site, there is a FedEx office on the conference floor that can handle paid printing jobs within a reasonable timeframe.

Scholarships

This year, SEEP does not have funds for speaker scholarships. Members wishing to include panelists that cannot support the costs related to the conference will need to underwrite the costs of their participation.

Session Scheduling – Innovation Challenge

The physical poster session will take place in the Exhibit Hall on **October 22**; the 7-minute poster session pitch will take place during the morning plenary on **October 23**. SEEP will assign poster placement and time slots. You will be notified of your scheduled time slot no later than **August 30**. If you have questions or scheduling requests, please notify annualconference@seepnetwork.org as soon as possible.

Session Scheduling – Peer Learning Sessions

SEEP will determine the final scheduling of all Peer Learning Sessions. By confirming your speakers, you are agreeing to be available for at least one of the 90-minute slot on one of the conference days: **October 22** or **October 23**. You will be notified of your scheduled slot no later than **August 30**. If you have questions or scheduling requests, please notify annualconference@seepnetwork.org as soon as possible.

Key Dates & Deadlines

April 10	Release of Request for Proposals & Abstracts
May 31	Deadline for proposal submissions
Week of July 1	Notification of acceptance/rejection
Months of July/Augus	Ongoing support to Session Chairs and Innovation Challenge Presenters from Advisory Committee track leads
July 15	Session Chairs must confirm their panelists Speaker and Presenter headshots and bios are due (50 words)
August 21	Speakers and Presenters are required to register and pay by this date End of early bird registration
August 31	Notification of scheduled time slots to Session Chairs
September 30	Last day to book hotel stay at discounted SEEP Group Rate \$251/night plus hotel tax (closes at 5 pm US EDT)
October 4	Electronic file for the pitch and poster are due for the Innovation Challenge Presenters
October 14	Final electronic presentation materials are due for Peer Learning Sessions
October 21	SEEP Member Day: AGM, Table Talks and Working Groups
October 22-23	SEEP Annual Conference