



## Guidelines for Presentations at the 2018 ABG National Leadership Conference

You **must** complete this form and email to John Haley at [jhaley@athenstech.edu](mailto:jhaley@athenstech.edu) for approval. Please include in the email subject line “ABG 2018 Conference Presentation.”

**Deadline for a presentation request is midnight (CDT), Wednesday, March 28, 2018**

Approved presentations will receive a confirmation email by March 30, 2018. When your request is approved, you should email your completed presentation to John Haley **not later than Wednesday, April 4, 2018**. You should also bring a backup copy of your presentation on CD or USB drive to the conference.

For your presentations, we will have a laptop computer, projector, and wireless presentation remote. The laptop will have a CD/DVD combo drive, and USB compatible slot.

**Software installed will be:**

Microsoft Office 2016 (Word, PowerPoint – Compatible with Office 2003, 2007, 2010, and 2013)

ALL PRESENTATIONS ARE ALLOTTED A MAXIMUM OF 30 MINUTES EACH. Your compliance with this time line is appreciated.

If you require specific versions of software or need other software/hardware, please direct inquires to:

John Haley

[jhaley@athenstech.edu](mailto:jhaley@athenstech.edu)

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**Your Name:** \_\_\_\_\_

**Chapter Name:** \_\_\_\_\_

**Presentation Title:** \_\_\_\_\_

**Presenter(s):** \_\_\_\_\_

**Short Description of presentation:**

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\_\_\_\_\_  
\_\_\_\_\_

**(Mark One)**

<b>Student:</b> _____	<b>Alumni:</b> _____	<b>Faculty:</b> _____
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**Additional request:** \_\_\_\_\_

**Note:** ALL PRESENTATIONS ARE PHOTOGRAPHED. YOUR PRESENTATION AT THE CONFERENCE BECOMES THE PROPERTY OF ALPHA BETA GAMMA, INC. WHICH RETAINS ALL RIGHTS TO PRESENTATION, VIDEO, OR PHOTOGRAPHS.

( ) Enter an X here to indicate you agree and accept the above terms.