



Guidelines for Presentations at the 2019 ABG National Leadership Conference

You **must** complete this form and email to John Haley at haleycrew@gmail.com for approval. Please include in the email subject line “ABG 2019 Conference Presentation.”

Deadline for a presentation request is midnight (CDT), Friday, March 22, 2019

Approved presentations will receive a confirmation email by March 28, 2019. When your request is approved, you should email your completed presentation to John Haley **not later than Monday, April 1, 2019**. 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

haleycrew@gmail.com

Your Name: _____

Chapter Name: _____

Presentation Title: _____

Presenter(s): _____

Short Description of presentation:

(Mark One)

Student: _____	Alumni: _____	Faculty: _____
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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.