



Guidelines for Presentations at the 2022 ABG National Leadership Conference

You **must** complete this form and email to John Haley at webmasterABG@gmail.com for approval. Please include in the email subject line “**ABG 2022 Conference Presentation.**”

Deadline for presentation request is midnight (CDT), Friday, March 4, 2022

Approved presentations will receive a confirmation email by March 11, 2022. When your request is approved, you should email your completed presentation to John Haley **not later than Friday, March 18, 2022**. 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. **ALL PRESENTATIONS ARE ALLOTTED A MAXIMUM OF 30 MINUTES EACH.** Your compliance with this time line is appreciated.

Software installed will be:

Microsoft Office 365 (Word, PowerPoint – Compatible with Office 2010, 2013, and 2019)

If you require specific versions of software or need other software/hardware, please direct inquires to:
John Haley – webmasterABG@gmail.com

Your Name: _____

Chapter Name: _____

Presentation Title: _____

Presenter(s): _____

Short Description of presentation:

(Mark One)

Student: _____	Faculty: _____	Alumni: _____
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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.