

Handouts and Presentations

Deadlines and Overview

Faculty are expected to provide session handouts for delegates to use as a resource before, during and after the meeting. Submissions typically include bibliographies, outlines, JACI or JACI: In Practice articles or PowerPoint slides. If you are not speaking in a seminar or case discussion workshop (see below), primary speakers can upload a PDF handout in their Speaker's Corners before and during the meeting. Please note that the handout library will go live on February 9, 2018 for all attendees.

Important Deadlines:

Friday, February 2, 2018:

1-Page Seminar Handouts to be Printed are Due; Case Discussion Workshop Case Handouts are Due

The AAAAI will print a one-page, double-sided handout for each seminar session. Each session's discussion leaders are responsible for working together to create a **single PDF** for the session and ensuring that it is uploaded into **one leader's Speaker's Corner**. The one-page, double-sided PDF may include an outline of topics, up to 12 PowerPoint slides, a bibliography, or other session content. **The one-page document should be clearly labeled as 'Printed Handout'** with the session number included in the file name.

If session faculty do not provide a one-page, double-sided handout before the final deadline of Friday, February 2 at 11:59pm CST, they are responsible for providing 28 copies for the session. It is the responsibility of session discussion leaders to coordinate this process with each other.

The AAAAI will print hard copies of case materials for Case Discussion Workshops. These documents must be emailed to cme@aaaai.org, clearly labeled as printed case material with your session number.

Monday, February 19, 2018:

Final Upload Deadline: Pre-Meeting Presentations are Due

PowerPoint Presentations uploaded by this deadline will be available in the Speaker Resource Room for your review when you arrive at the Joint Congress. If you do not comply with this final deadline, you must bring a copy of your presentation on a flash drive to upload in the Speaker Resource Room at least two hours prior to your assigned session start time.

Virtual Annual Meeting Question Deadline:

If requested, virtual annual meeting quiz questions are due.