Handouts and Presentations
Deadlines and Overview

Annual Meeting attendees expect presenters to provide session handouts for them to use as a resource before, during and after the meeting. Speakers who provide handouts to support their presentations are rated more favorably by Annual Meeting attendees. Submissions typically include bibliographies, outlines, *JACI* or *JACI: In Practice* articles or copies of the speaker's presentation slides.

You can upload a PDF handout in your Speaker's Corner before and during the meeting. Please note that the handout library will go live on January 21, 2019 for all attendees.

If you are speaking in a seminar or a problem-based learning or case discussion session please see below for special handout instructions.

Important Deadlines:
Monday, January 21, 2019:
Due Date for Seminar Handouts and Case Materials for PBL and Case Discussion Sessions
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 you do not provide a one-page, double-sided handout before the above deadline, you are responsible for providing 28 copies of your handout for the session. It is the responsibility of seminar discussion leaders to coordinate this process with each other.

The AAAAI will print hard copies of case materials for Problem-Based Learning and Case Discussion sessions. These documents must be emailed to **cme@aaaai.org**, clearly labeled as **'Printed Case Material'** with the session number.

Monday, February 4, 2019:
Final Upload Deadline: Pre-Meeting Presentations are Due
PowerPoint Presentations uploaded to your Speaker's Corner by this deadline will be available in the Speaker Resource Room for your review when you arrive at the Annual Meeting. If you do not comply with this 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 session start time.

Deadline: Virtual Annual Meeting Questions
If requested, virtual annual meeting quiz questions are due.