

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 articles or PowerPoint slides.

Important Deadlines

Monday, February 6, 2017:

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 discussion leader can upload a one-page, single-sided PDF handout, such as an outline of topics, up to 6 PowerPoint slides, or a bibliography. **The one-page document should be clearly labeled as 'printed handout' with your session number included in the file name.**

If you do not provide your one-page, double-sided handout before the final deadline of Monday, February 6 at 11:59pm CST, you will be responsible for providing 28 copies for your session. AAAAI staff will not be able to print onsite. It is each speaker's responsibility to coordinate this process with one another to meet the deadline, no exceptions.

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.

Friday, February 10, 2017:

Handout Library Opens for All 2017 AAAAI Annual Meeting Attendees to View and Access

Handouts can be uploaded throughout the meeting until the post-meeting deadline.

Monday, February 20, 2017:

Final Upload Deadline: Pre-Meeting Presentations are Due

Presentations uploaded by this deadline will be available onsite for meeting attendees. Speakers must upload all other presentations in the Speaker Resource Room at least two hours prior to their assigned session start times. **Presentations can also be edited in the Speaker Resource Room at least two hours prior to the assigned session start time.** Presentations **CANNOT** be uploaded to or edited on the computers in the session rooms.

Virtual Annual Meeting Question Deadline:

If requested, virtual annual meeting quiz questions are due.

Monday, March 13, 2017:

Post-Meeting Handout Upload

Final deadline to upload any handouts.