

# General Policies for Presenters

Please review these policies carefully. By submitting session proposals and presenting at the National Science Teaching Association (NSTA) national conferences, you agree to adhere to all the instructions, guidelines, and deadlines reflected below and on [NSTA's website](#). If you have any questions, contact [conferences@nsta.org](mailto:conferences@nsta.org).

**Note: All policies apply to presenters and co-presenters at NSTA national conferences.**

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## Presenter Registration, Travel, and Lodging

- All presenters must conduct their presentations in person at the NSTA National Conference.
- All presenters, including co-presenters, must register and pay conference registration fees by the early bird registration deadline to avoid session cancellation. All presenters must be registered as attendees or meet the requirements of nonprofits/government agencies as described in the Guidelines section below to present an educator session. Exhibitor badges will not be accepted for educator sessions under any circumstances.
- The cost of attending the NSTA Annual Conference, including registration and travel expenses, is the individual presenter's responsibility. Presenters are not provided with honoraria or registration discounts. All presenters must make their own travel arrangements. You are asked to make your lodging reservation using NSTA's online reservation system.
- All presenters must come to the onsite NSTA Registration Area to check in and print their name badge (required for admittance to meeting sessions and the Exhibit Hall).

## Guidelines

### ACTIVE AND RETIRED TEACHERS/EDUCATORS

Active and Retired Teachers/Educators (and co-presenters) are invited to submit up to a maximum of three (3) proposals for consideration in any combination of 30-minute, 60-minute, or 120-minute presentations, workshops, and roundtable discussions. (Proposals submitted for poster and speed sharing sessions do not count towards this 3-proposal max.) Proposals should focus on the presenter's individual work and not offer any endorsements to specific products or services available on the market.

### NONPROFIT ORGANIZATIONS OR GOVERNMENT AGENCIES

Nonprofit Organizations and Government Agencies are invited to submit up to a maximum of three (3) proposals for consideration in any combination of 30-minute, 60-minute, or 120-minute presentations, workshops, and roundtable discussions. (Proposals submitted for poster and speed sharing sessions do not count towards this 3-proposal max.) Proposals should focus on freely available resources and do not have any fee attached for participants to utilize said resources fully.

Presentations focused on offering a product(s) for sale, paid training or professional learning opportunities, supplements, or additional resources for a fee will need to be submitted as an Exhibitor Workshop.

### COMMERCIAL ORGANIZATIONS

Commercial Organizations are invited to present via the Exhibitor Workshop option. Companies must have an exhibit booth for the respective conference to be eligible. Exhibitor workshops are guaranteed to be scheduled, provided they meet acceptable standards of quality and NSTA Safety Guidelines. For information, contact Marcelo Nunez at [mnunez@nstaalliances.org](mailto:mnunez@nstaalliances.org).

## SCIENCE CONSULTANTS

Science Consultants are invited to submit up to a maximum of three (3) proposals for consideration in any combination of 30-minute, 60-minute, or 120-minute presentations, workshops, and roundtable discussions. (Proposals submitted for poster and speed sharing sessions do not count towards this 3-proposal max.) Proposals should focus on the presenter's individual work and not promote the use of the consultant's service or any fee-based materials.

## NONCOMMERCIAL POLICY

NSTA's policy is that any session promoting a saleable product, program, or service must be conducted as an exhibitor workshop and NOT as an educator session. Companies must be exhibiting at the conference to submit an exhibitor workshop proposal. While nonprofit organizations and government agencies are invited to submit educator proposals, those proposals should focus on freely available resources and not have any fee attached for participants to utilize said resources fully. Presentations focused on offering product(s) for sale, paid training or professional learning opportunities, supplements, or additional resources for a fee will need to be submitted as an Exhibitor Workshop. For information, contact Marcelo Nunez at [mnunez@nstaalliances.org](mailto:mnunez@nstaalliances.org).

## Publication Materials

If your session proposal is accepted, your session title and description may be edited by the NSTA staff for publication purposes.

All images, photographs, logos, music, videos, and illustrations included in the presentation must be the original work of the speaker(s), or they need to have written permission from the author to include this content in the presentation. Nothing should be included in the presentation that infringes the ownership rights, including copyright, of any third party. Everything included in the presentation must properly cite the source of any copyrighted materials, including text indicating "reprinted with permission" or as advised by the copyright holder.

## Presenter Cancellation/No-show Policy

Before accepting the presenter role or submitting a conference proposal, presenters should be confident that they will attend the meeting and make the presentation as scheduled.

Cancellations and failure to give scheduled presentations without notice are disruptive and leave gaps in the program that are a source of frustration for attendees. Therefore, NSTA must enforce penalties for avoidable situations that result in gaps in the meeting program.

- Individuals who are designated as a presenter of an accepted session must do one of the following:
  1. Attend the meeting and deliver the presentation
  2. Notify staff and their co-presenters of the intent to cancel 45 days before the start of the meeting
  3. Arrange for the presentation to be delivered by a substitute presenter (only if there is an unforeseen event). If your presentation will be delivered by a substitute presenter, please notify conference staff.
- The presenter will be designated as a no-show if none of these actions are taken.
- To cancel, presenters should change their response in their *My Account* 45 days before the start of the conference.
- A presenter who is a no-show for one or more sessions at a single meeting will receive a warning. If the speaker no-shows again within three years, they will be suspended from presenting sessions for the next two years.
- Refund requests must be in writing and postmarked or emailed 45 days before the event. All cancellations that qualify for a refund are subject to a \$20 processing fee. Ticketed events are nonrefundable. Presenters who are no-shows do not qualify for a refund.
- Extenuating circumstances can be evaluated via appeal to the Chief Learning Officer and Director of Meetings, provided that the presenter gave some advance notice of the cancellation to NSTA.

## Photography/Videography/Audio Recording Policy

All Presenters grant NSTA the right and permission to take photos, stream live, and record presentation(s) as part of the annual conference. This material may be available to conference registrants, members, and the NSTA community during and after the conference for educational and promotional purposes consistent with the association's mission. Presenters relinquish the right to examine or approve photos, audio, or video recordings before publication, including any print materials in connection with audio and video recordings. Presenters agree that no royalties are due to me. By receiving a copy of this Guide, Presenters acknowledge that they have received and agree to these terms and understand its content. Presenters understand that NSTA relies on this agreement and release and that release and consent are irrevocable.

## Submitting Proposals

Proposals must be submitted via our [submission portal](#) for one of the educator session types listed on our portal.

Submission information and rules:

- Proposal submission does not guarantee participation in the National Conference on Science Education.
- The session title must clearly communicate what the session is about.
- The sessions' content **must align** with NSTA's align with NSTA's [mission](#) and [position statements](#).
- The proposal submitter must add all co-presenters to the submission by sharing the link in the Presenter Information section (displayed after the proposal has been saved or submitted).
- The proposal submission form must accurately reflect all presenter names, email addresses, position titles, and school/company. Presenters can make modifications via NSTA's My Account page.
- The proposal submitter must confirm all co-presenters and ensure they understand the rules and agree to co-present before submitting a session proposal.
- NSTA will add conference details to the My Account portal. Presenters must regularly check their My Account portal for proposal and session status updates. *Notifications about session acceptances and scheduling will not be sent through email.*
- Presenters **must be available on any day** for which NSTA assigns your session. We cannot accommodate date, time, location, and room-set changes.
- Rooms will be equipped with a podium mic, screen, and projector with an HDMI cable (for all session types except posters). Presenters must supply their laptops, laptop power cords and dongles to present. Wifi with streaming capabilities will not be available in the session rooms so all videos that need to be used should be downloaded to your laptop prior to your presentation.

## Deadlines

Presenters agree to adhere to the rules and deadlines included on this document and located on [NSTA's website](#). NSTA reserves the right to reject and cancel sessions that violate its policies.

## Minimum Safety Practices and Regulations for Presenters and Workshop Leaders

Presenters must review and agree to comply with the [NSTA Minimum Safety Practices and Regulations for Presenters and Workshop Leaders](#).