

CSRS Speaker Resources

Instructional Course Faculty Guidelines & Deadlines

Basic Presentation Details:

All presentations must be given in-person, in English, and for the number of minutes listed in your invitation email. Final presentation slides should be in 16:9 ratio PowerPoint format and may not contain company logos or be produced by a company.

Please be prepared to answer questions regarding your presentation content during the discussion time in your assigned session.

Faculty Key Dates and Deadlines:

Updated Disclosure Form and Non-exclusive License Agreement Due Upon Acceptance of Faculty Invitation

All faculty are required to submit disclosures for the Annual Meeting and Instructional Course. The disclosures will be available to view on-site at the meeting.

The CSRS CME Accreditor has the right to decline a faculty member's ability to present if an unresolvable conflict is found with a faculty member's financial disclosure form.

Preliminary Presentation Upload for CME Review Deadline: Wednesday, October 30 at 11:59 PM Central Time

Session moderators may request changes in your presentation slides after preliminary review for CME conflicts. You will be notified by **Thursday, November 14** if any changes are required.

Faculty Registration Deadline: Tuesday, November 5 at 11:59 PM Central Time

You will be notified when registration for the 29th Instructional Course opens on Thursday, September 5. You will receive free registration as an ICL Faculty Member, but you will still need to register for it.

All Faculty must register for the Instructional Course by Tuesday, November 5.

CSRS Hotel Housing Block Close: Monday, November 18 at 11:59 PM Central Time

A block of rooms has been reserved at the Sheraton Grand Chicago Riverwalk. Discounted room rates are available until Monday, November 18. After this date, rates may increase at the discretion of the hotel, and CSRS cannot guarantee you will be able to reserve a room. Please make your reservations in a timely manner. The link to the hotel website can be found on the CSRS website, or you may use this link: [Book Hotel Now](#)

Final Presentation Upload Deadline: Sunday, December 1 at 11:59 PM Central Time

For a smoother onsite experience, CSRS requests that you upload your final presentation to the Speaker Portal by Sunday, December 1. CSRS Staff will provide the onsite AV team with your final presentation if you upload it by the deadline.

If you do not upload your final presentation by Sunday, December 1, you are responsible for bringing your slides to the onsite AV team via a flash drive *at least two hours prior to your session start time*. You will *not* be able to email your slides, nor will the AV team have a flash drive available for you to use.

Final presentations must be in 16:9 ratio and PowerPoint format.