



PRESENTER ACCEPTANCE POLICY

1. Primary presenting authors of accepted presentations will be notified of acceptance via email communication.
2. A signed Intent to Present stating the primary presenting author's intention to present at the specified event, as well as all author information, presenter availability, participant agreement, and disclosures must be completed to be placed in a scheduled session. The deadline for completion of these steps will be strictly enforced.
3. Primary presenting authors will then be notified of their scheduled session day and time after the all steps have been completed.
4. If these steps are not completed by the deadline, primary presenting authors will be notified that the steps are incomplete and their presentation was removed from the program.
5. Registration fees are to be paid by the presenter registration deadline. Removal from the program will result if this guideline is not met.
6. Non-compliance with above guidelines will result in the primary presenting author not being allowed to present at any Sigma event for a full calendar year. If a primary presenting author registers but does not show up (*without notifying Sigma staff of an emergency*), the same consequences will apply.

As of 8.17.16 - MLF

Updated – 2.10.17 - MLF