



kentucky world language association

2016 KWLA Fall Conference

Crossing the Bridge to Proficiency

September 14-16, 2016

Crowne Plaza – Louisville Airport – Louisville, KY

PRESENTER RESPONSIBILITIES

- All presenters, session presiders, and attendees must register for the conference and be a member of KWLA. (Registration for the conference includes KWLA membership.)
- Each presentation room is equipped with a screen, a small table with electrical outlets, and one LCD Projector. No other AV requests are available. Laptop computers, speakers and cords are should be supplied by the presenter.
- Commercial sales are not permitted during any sessions or workshop presentations. Exhibitors are welcome to submit proposals, however all monetary transactions must take place in the exhibit hall by participating exhibitors only. For additional questions, contact the conference chair.
- Presenters are responsible for keeping all information sent from KWLA and complying with the instructions and deadlines provided. Information will be sent via e-mail.
- Each presenter is responsible for providing his or her own session handouts if so desired. Please provide enough copies for the number of seats in the room to which your presentation is assigned. You may also post handouts on the KWLA website for access before or after the conference.
- All presenters are responsible for expenses incurred as a result of presenting. This includes all travel expenses and registration fees. Kentucky World Language Association is a non-profit organization and cannot reimburse its presenters.