

Guidelines for Presenters

96th Annual TAHPERD Convention | Arlington Convention Center | Arlington, Texas

The Annual Convention is designed to provide TAHPERD members the opportunity to share instructional ideas with their colleagues. The convention has approximately 160 sessions that present ideas, programs, and issues in the areas of health, physical education, recreation, dance, and college programs in HPERD. Session proposals are welcome and each will receive careful professional review prior to selection so that a varied and creative convention can be provided.

Specific Guidelines

- 1. Texas presenters **MUST** be TAHPERD members. In some instances out-of-state proposals may be considered in which case membership rules will be modified.
- 2. No presenter will be paid or receive an honorarium.
- 3. Each presenter **MUST** register and pay convention fees.
- 4. Although all proposals will be considered, preference will be given to those who have not presented at recent TAHPERD events.
- 5. **Presenters presenting activity-based programs MUST agree to provide handout materials for the Activity Handout Manual.** These handout materials are so important to our members that failure to provide handout materials may result in the cancellation of presentations. Handouts must: not exceed six (6) pages in length, be printed on only one side, be originals (no faxes or photocopies will be accepted), be original compositions. Handout materials must be e-mailed to lisa@tahperd.org by **October 1st** for inclusion in the manual. Because of copyright laws, copy must be written in your own words and with your own illustrations. Photocopies of textbook, web pages and/or other published copyrighted material will not be accepted *without written release from the author/publisher.*
- 6. The submission of a proposal and its acceptance by reviewers signifies agreement to allow the video taping of your session by others.
- 7. The distribution and sale of promotional materials and touting of commercial ventures by presenters is prohibited during convention sessions. Sale of items or services is strictly reserved to those exhibiting companies who sell items in the exhibits area only.
- 8. The sale of copyrighted materials (i.e. those items held in copyright by anyone other than the seller) is prohibited. This includes written material, audio and video tapes, and music.
- 9. Presenters must consider and abide by standards of safety and age appropriateness when selecting and presenting program activities. Guidelines for such activities are outlined in the **SHAPE America National Standards at www.shapeamerica.org/standards**. In consideration of liability issues, the Convention Directors and/or appropriate TAHPERD officers/staff may terminate any program deemed to be hazardous to the health and safety of the participants.

As a presenter I have read and understand my responsibilities as outlined in these guidelines and agree to abide by these guidelines in my presentation.

Signature

Date

Abstract Form

This section must be completed in order for program submission to be processed.

1. List (3) Program Objectives:

① _____

② _____

③ _____

2. Abstract: Abstract must be 150-200 words typed. Please provide on a separate page and attach. Abstract will be used by reviewers in the selection process so it should be prepared to peak their interest, i.e., what is new or different about this presentation, and why is the topic important.

QUESTIONS? Call the TAHPERD Office at 1-800-880-7300