

# **CRCPD's Speaker Requirements**

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Rev. January 2026

## **Registration and Appropriate Fees**

**All speakers must register** and pay the appropriate registration fee. Registration will be open during the first week of February and on our website at [www.crcpd.org](http://www.crcpd.org) or on our conference website at <https://crcpdannualconference.org/>.

- If you are not registering for the entire conference but plan on attending sessions other than the one in which you present, **you must register for the day you plan on attending and pay the appropriate registration fee.**
- If you will be providing your presentation and leaving following your session, you need to register as an **"In and Out Speaker."** and you are **not** required to pay the registration fee.
- If you are planning to attend the entire conference, you must register to attend and pay the appropriate registration fee.

## **Speaker Presenter Requirements/Due Dates**

### **Visual Aids**

- All speaker visual aids are required to be previewed prior to presenting. A computer will be available at the meeting in the CRCPD office for this purpose if needed.

### **April 20**

- Exact title of paper
- Presenter's position and title for listing in the program mobile app.
- Short bio for introductory purposes – **100 words or less.** This bio will also appear in the 58<sup>th</sup> National Conference program mobile app.
- Headshot picture for listing in the program. **Pictures should be of good quality and preferably from the chest up. Selfies are strongly discouraged.**

### **May 4**

- PowerPoint presentation
- Manuscript or Notes (for the Proceedings)

**Unless noted otherwise, all required materials are to be submitted to Bruce Hirschler via e-mail at [bhirschler@crcpd.org](mailto:bhirschler@crcpd.org).** Additional requirements and guidance are available in the attached documents:

- *Audio/Visual Guide*
- *Proceedings Guide*