



November 5-7, 2009

## WORKSHOP CRITERIA AND GUIDELINES

### Submission Guidelines

- Complete Workshop Proposal Form
- Complete an Abstract on a separate sheet – include workshop title, presenter(s) name, workshop outline, and workshop description. The workshop description will be used in the conference program and should be 150 words or less.
- Complete presenter (s) biography
- The above mentioned information must be typed and submitted via email to [js202@txstate.edu](mailto:js202@txstate.edu)

### Dates and Deadlines

- The submission deadline for all materials is **October 01, 2009**
- Notification of acceptance will be sent via email on **October 08, 2009**
- The AMC is **November 5-7, 2009**

### Program Format

- Workshop presentations are allotted 60 minutes in length
- Audio/Visual Equipment needed for your workshop must be designated on the Workshop Proposal Form, including the equipment not provided by the AMC. We provide the following standard equipment at no cost: chalkboard, chalk, dry erase board, markers, VCR/DVD player, CD player, overhead projector, and LCD projector. If your presentation requires a LCD projector, you must provide your own PC laptop. Presenters will be responsible for providing and equipment not requested by **October 15, 2009**.

### Conference Theme

- Meeting of the Minds

### Presenter Responsibilities

- Register for the All Male Conference
- Cover your own expenses for travel and lodging to and from the conference located at the Texas State University campus in San Marcos, Texas
- Provide up-to-date information leading up to the conference
- Make no substantive changes in content, format, names, or numbers of presenters after proposal has been accepted (without consulting the AMC Staff Advisors and Coordinating Board)
- Agrees to refrain from marketing products or services during sessions unless otherwise agreed upon with the AMC Staff Advisors and Coordinating Board