



Presenter Checklist

Task 1: Note & Review Your Presentation Date and Time

- You will receive an email with your presentation date and time, please be sure to review it and plan accordingly.

Task 2: Review Conference Program Information

- Please review your conference title, summary, and presenter information (below) for accuracy. If something is highlighted in red, we need you to complete and/or verify the information for us. If what we have is correct, there is no need to respond.
- If there is a strike through a presenters name, it means they are either not registered, or have not finalized their registration with payment. CSI's policy on ethics prohibits including anyone in the program who is not actually presenting. With that said, we will include non-attending authors within our online proceedings.
- If there is a strike through the name of one of authors, please be sure to have him/her register and make payment, make payment for a pending registration, or notify us to remove them. If one of these actions is not taken by Wednesday, March 19th @ 8:00 AM CST, that specific presenter will be removed from the program. If it is a one-presenter presentation, the entire presentation will be removed.
- If corrections are necessary, please submit them to csiteam@csiresearch.com no later than Wednesday, March 19th @ 8:00 AM CST. If we do not hear from you, we will assume that everything is correct, and print the program.

Task 3: Review CSI's Presentation E-book

- This E-book provides suggestions to consider while preparing your presentation.
- In addition, CSI's expectations and presenter expectations are reviewed.

Task 4: Review CSI's Research Presentation Time Guidelines

- We prepared some general guidelines for your use of the 25-minute presentation slot. It is not a CSI requirement that you strictly adhere to these guidelines. They are only recommendations. You can access the guidelines by clicking the following link:
CSI Research Presentation Time Guidelines

Task 5: Submit Your Paper for Best Paper Consideration

- If you are interested in submitting for Best Paper, we have extended the deadline to Wednesday, March 19th @ 8:00 AM CST

Task 6: Submit Your Paper for Inclusion in the Online Proceedings

- We will be publishing online proceedings of research presented at the conference. If we do not receive your paper by Wednesday, March 19th @ 8:00 AM CST, we will only print your summary.

Task 7: Pack & Travel

- Pack your jump drive (containing your presentation), your professional-casual attire, and we will see you in San Francisco.