

## **Presentation Standards and Professional Conduct Policy**

The CSMH promotes interdisciplinary approaches that involve relevant stakeholders (e.g., youth, families, teachers, administrators, clinicians, clergy, advocates, and community leaders). We request that speakers be respectful of other disciplines and stakeholder groups. The CSMH does not discriminate against learners on the basis of gender, age, socioeconomic or ethnic background, sexual orientation, or disability. We are asking speakers to discuss the empirical support for their topic including, outcome/evaluation data, satisfaction data, qualitative/quantitative data, literature reviews, and/or a discussion of the limitations and future directions related to the evidence base.

## **Copyright Property**

This written agreement is between the CSMH and the presenter(s). The CSMH has ownership of materials and/or permission to post all materials on its website in conjunction with this learning activity. If speakers are not using their own materials, the CSMH requests they obtain permission to use materials from the original source.

## **Healthy Insurance Portability and Accountability Act (HIPAA)**

In compliance with HIPAA, if you plan to use any case studies, films, etc., during your presentation, please remove all patient identifiers or make sure to obtain necessary permission and releases.

## **Cancellation Policy**

Your expertise is critical in helping provide a high quality program that will be meaningful to a diverse participant group. Therefore, your agreement to participate in the 21st Annual Conference on Advancing School Mental Health is considered a **binding** commitment between you, co-presenters, and the CSMH. Participants plan on attending advertised presentations and it is important to honor your commitment. Once your agreement is **signed**, it is expected that the presentation **will occur** and that the lead presenter will be responsible for ensuring that all speakers listed in the final program are on site 15 minutes ahead of time. The lead speaker is responsible for notifying the CSMH in a timely fashion of *any* presenter changes.

## **Substitute Speakers**

Paperwork for every speaker is needed for accreditation purposes. If anyone was not listed in the original proposal or if there are any changes to the team, please let Sylvia McCree-Huntley, [shuntley@psych.umaryland.edu](mailto:shuntley@psych.umaryland.edu) know of the change. This information is critical for program printing deadlines and for continuing education approval.