

## **Post Your Presentation and Handouts on the ACHA Website**

As a value-added service to our members, ACHA is pleased to make annual meeting speaker presentations and handouts available on our website after the 2010 Annual Meeting. We will promote this service in the meeting's *Final Program* and in the summer issue of the ACHA membership newsletter. The online presentations/handouts will be available to all ACHA Annual Meeting attendees by **July 16, 2010**.

The web-based materials are not intended to take the place of handouts that you provide to attendees at the time of the meeting.

If you make an announcement during your session that you have sent your materials to ACHA for posting, please inform attendees that materials will not be posted until July 16, 2010.

### ***Instructions for sending electronic copies of materials for posting on ACHA's website:***

**1. Email your file(s)** to Lisa Pitrone (lpitrone@acha.org). Please include the primary presenter's name and the program's session number and full session title on all correspondence.

**2. Format:** Electronic files must be submitted in Microsoft PowerPoint, Microsoft Word, or Adobe Acrobat PDF format. ACHA cannot accept any other file types and cannot scan hard copies.

**3. Deadlines:** Files will be accepted for web posting up until June 30, 2010.

