



## ASCP Teleconferences & Live Webcasts Supplementary Program Materials Planning Worksheet

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Your supplementary program materials are due to the ASCP **7 weeks prior to your program date**. Here are some program materials development activities with target time-frames that may assist you in completing your program materials on time:

❑ **15 weeks prior to your program date: Begin work on materials**

About this time, you will receive an email from us reminding you to begin work on your PowerPoint presentation and supplemental handout. Please refer to the **ASCP Teleconferences Materials Preparation Guidelines** document which contains important requirements, suggestions, and a sample handout. An ASCP staff person will contact you 1 week later to review guidelines. This is an excellent opportunity to voice questions or concerns regarding program materials or other aspects of the program.

❑ **13 weeks prior to your program date: Draft 1 complete**

Feel free to forward a copy of your draft to the ASCP staff contact person for review if you're unsure about any aspect of the format. Begin contacting publishers for permission to use copyrighted materials if applicable.

❑ **9 weeks prior to your program date: Draft 2 complete**

We suggest asking colleagues or associates to review your program materials to get a different perspective. Encourage suggestions for improvement on such areas as clarification, flow of ideas, or spelling/grammar. Your ASCP staff contact person will call you again around this time in case you have any additional questions.

❑ **7 weeks prior to your program date: Materials due date – Final draft complete**

Please send final version of materials to the ASCP via e-mail if possible. Please indicate if electronic files are Windows or Macintosh, the software title and version. If the files are too large to e-mail, please contact your ASCP staff person who will provide alternative options. Prepare to forward the following elements to the ASCP:

1. Proofed electronic copy of the supplemental handout with references
2. Proofed electronic copy of PowerPoint slide presentation
3. Electronic copies of other optional supplemental material you plan to provide to participants
4. Written permissions from publishers to use copyrighted material, if applicable

**Please call 312-541-4983 if you have any questions.**