

# SOA Presentation Submission Process

The Society of Actuaries is continuing to make efforts toward a more paperless meeting approach. As a result, we try to post as many presentations as possible on our web site in advance of a program. The use of handouts, advance discussion notes and visual aids contributes to the effectiveness, clarity and educational value of your presentation and is expected by attendees. The attendees may want to download or print out handouts to bring to the meeting, or there may be materials you want to have available prior to the meeting. You can assist with providing this service by following these guidelines and meeting the deadline determined for the program.

1. Presentations received by the designated due date will be posted on the SOA Web site for general viewing in PDF format for attendees to access seven to ten working days prior to the meeting.
2. If you do not meet the deadline, it is strongly recommended that you provide printed handouts for the attendees at the session. Reproduction costs for handouts are not reimbursable.
3. The Society of Actuaries has antitrust guidelines that you **must** follow when preparing any of these media. Read the [Antitrust Guidelines](#) carefully. If you have any questions or concerns regarding your responsibility and liability, please contact our office.
4. If there is an agreement between the SOA staff and the presenter, printed copies of the handout will be produced by SOA, but documents must be received by the designated due date. For sessions where printed copies are provided, the SOA will not print a large overage, and the PDFs of the items duplicated will not be posted on the SOA Web site until after the meeting concludes.
5. All presentations (including materials that were received late along with those that have been amended) will be posted for general viewing on the SOA Web site **after** the meeting.
6. We encourage you to number your slides in order to make it easier for attendees to follow along during your presentation, and to make it easier to for attendees to match up their notes for later review.

Thank you for your cooperation.