# **What is the CSM Spread the Word Program?**

The CSM Spread the Word Program provides financial assistance for CSM users to attend conferences to spread the word about CSM and the difference it is making in their programs.

# **What are the requirements of the Spread the Word Program?**

A successful applicant must meet the following requirements:

* You must be an enthusiastic user of CSM!
* You must be planning a presentation that is substantially (though not necessarily exclusively) about your experiences with CSM
* You must share with CSM the data that you use during your presentation, along with any presentation materials

# **What types of presentations qualify?**

Presentations need to be largely about CSM -- we know that you have many exciting things happening in your programs that you might want to share as well, but CSM has to be a main focus.

# **What does the Spread the Word Program cover?**

The CSM Spread the Word Program will reimburse conference fees, lodging, and travel costs up to **$500 for in-state travel, and $1,000 for out-of-state travel**. You will need to provide us copies of your receipts and an invoice (we’ll provide a template) and will be reimbursed after the conference.

# **When do I need to submit an application for the Spread the Word Program?**

The Spread the Word Application can be submitted at any time before the conference (before or after your presentation proposal is submitted to or accepted by the conference). We encourage you to submit your application as early as possible so that we can work with you to make sure that the presentation will fit the guidelines of the Spread the Word Program. We will respond within a week by approving or rejecting the application, or asking for modifications. Please send your completed application to Miriam Goldberg at miriam@csmlearn.com.

# **Will CSM help me with my presentation?**

We want your presentation to be a success, so let us know what we can do to help! We’re happy to provide PowerPoint slides, brochures, logos, and more – just tell us what you need. We’re also happy to talk with you about your presentation if that’s helpful.

# **Any other questions?**

If you have any questions about the CSM Spread the Word Program, please contact Miriam Goldberg at miriam@csmlearn.com, or 303-862-7233 x801.

# **Presenter Information**

Name: Click here to enter your name

Title: Click here to enter your title

Organization: Click here to enter your organization

Email Address: Click here to enter your email

# **Conference Information**

Conference Title: Click here to enter conference title

Conference Dates: Start date to End date

Conference Description: Click here to enter conference description

# **Presentation Information**

Presentation Title: Click here to enter presentation title

Type of presentation: Choose presentation type

If other, please describe: other presentation type?

Co-Presenter(s): Click here to enter co-presenters, including their titles and organizations

Presentation Abstract: Click here to enter the presentation abstract

Have you already submitted this proposal to the conference? yes / no

Has this proposal already been accepted? yes / no

Anything else about the presentation that we should know?Click here to tell us anything else!

# **Data sharing**

[ ]  I agree to send data included in the presentation and my presentation materials to CSM.

# **Financial**

Is the conference in-state or out-of-state? in-state / out-of-state

[ ]  I understand that the maximum reimbursement is up to $500 for an in-state conference and $1,000 for an out-of-state conference.

[ ]  I understand that I will need to submit my receipts and an invoice to CSM to be reimbursed.

[ ]  I understand that the only expenses that will be reimbursed are **conference fees**, **travel expenses**, and **lodging.**

# **Presentation assistance**

The following question will not affect whether we accept your application – it’s just to make sure we’re aware of what we might need to do.

How can we be of help to you as you prepare for the conference?

[ ]  Work with you on the content of your presentation

[ ]  Review your conference proposal or abstract

[ ]  Help with data analysis

[ ]  Provide CSM logos or other graphical assistance

[ ]  Provide materials like CSM brochures, business cards of executives, etc.

[ ]  Other: How can we help you?

# **Anything else?**

Is there anything else that you’d like us to know? Click here to tell us something else!