# Design of Medical Devices Conference April 11, 12-14, 2016
The Commons Hotel and McNamara Alumni Center, Minneapolis, MN

## SPEAKER’S CHECKLIST

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<tr>
<th>Responsibility</th>
<th>Document</th>
<th>Due Date</th>
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<tr>
<td>1. Complete the online Speaker Information Form (contact information, abstract, title of talk, etc)</td>
<td>Speaker Form <a href="http://www.dmd.umn.edu/speakers.html">http://www.dmd.umn.edu/speakers.html</a></td>
<td>☐ On or before Monday, March 7, 2016</td>
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<tr>
<td>2. Check the online program for accuracy and send changes (name, affiliation, abstract, title of talk, etc.)</td>
<td>Program <a href="http://www.dmd.umn.edu/program.html">http://www.dmd.umn.edu/program.html</a></td>
<td>☐ On or before Monday, March 14, 2016</td>
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<td>3. YOU MUST REGISTER (You will receive complimentary registration and lunch for the day of your session)</td>
<td>Registration Link <a href="http://www.dmd.umn.edu/registration">http://www.dmd.umn.edu/registration</a></td>
<td>☐ On or before Sunday, April 3, 2016</td>
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