**Expectations of Concurrent Session Speakers:**

*All times for Annual Session are being promoted in Mountain Daylight Time (MDT). Please adjust to your local time zone accordingly.*

To Do List:

Concurrent Session speakers are required to submit their completed [Speaker Form](https://neafcs.memberclicks.net/assets/2020-Annual-Session/presenter%20information%20form.pdf) to the National Office at [elane@executiveoffice.org](mailto:elane@executiveoffice.org) at their earliest convenience, but no later than **July 17.**

Concurrent Sessions have been assigned a date and time within the overall Annual Session schedule. You should have received an email notifying you of your date and time. If you did not, you may access the full detailed schedule here: <https://www.neafcs.org/2020-annual-session>

Each speaker will be setup in the virtual platform. Once you are added to your session as a speaker, you will receive an email inviting you to join the event (from Accelevents).

[Click here](https://neafcs.memberclicks.net/2020-presenter-know-before-you-go) for more details on how to use the virtual platform for your presentation.

We recommend that each Concurrent Session have a designated moderator to:

* Monitor Q&A and assist speaker with final questions
* Monitor session start and end time
* Chat with 24/7 tech support if issues arise during presentation
  + If a presentation has a technology issue that is not quickly resolved, we will allow that presentation to occur within another time of the schedule. The presenter should notify the National Office at [elane@executiveoffice.org](mailto:elane@executiveoffice.org).

Concurrent session speakers can assign their own moderator prior to the meeting or NEAFCS can request a moderator on the Sign-Up Genius Form. Speakers are to notify the National Office by **August 7** with the option that they prefer.

Concurrent Session presentations should be presented live. You are able to have multiple presenters on the screen share, up to 16; however, when displaying a presentation or video, this will be the only item displayed. You have the option to pre-record your presentation portion of your session but you will be required to start the session live, display your presentation as a video, and then provide a live closing.

Concurrent Sessions are to run the full 45 minutes. We recommend that you set your presentation part to 30-35 minutes and allow up to 10 minutes for Q&A.

Presenters are responsible for setting up any polls within the system prior to the presentation.

\_\_\_\_ Presenters who pre-record video presentations should upload those videos on Google Drive or similar hosting site and then share them with the National Office by **August 26 (**[**wferguson@executiveoffice.org**](mailto:wferguson@executiveoffice.org)**).** These files will be kept on-hand in case of technical issue during your presentation.

Documents/handouts to be shared during a presentation should be hosted on Google Drive or a similar hosting site and then shared with the National Office by **August 26 (**[**wferguson@executiveoffice.org**](mailto:wferguson@executiveoffice.org)**).** The links will be incorporated into the session description for attendees to access prior to and after the presentation.

It is recommended that ALL presenters participate in the Presenter Webinar and TEST DAY that will be scheduled by the National Office. This will allow all presentations to have a full run through, speakers to become acquainted with the platform and test the functionality, etc.

Review and sign the Speaker Release Form on the Annual Session [website here](https://neafcs.memberclicks.net/assets/2020-Annual-Session/2020%20annual%20session%20speaker%20release%20form.pdf) by August 31, 2020.

Note: all presentations will be recorded and provided on the virtual platform “on-demand” for 30 days following the Annual Session.