**Expectations of Exhibitor Forum Speakers:**

To Do List:

Exhibitor Forum 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 **August 15.**

Exhibit Forums will take place on **Tuesday, September 15 and Wednesday, September 16 from 8 AM – 10 AM MDT**. Please review the full 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 Exhibitor Forum assign someone to be 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).

We recommend Exhibitor Forums assign their own moderator, however, if you need us to request a volunteer, you must notify the National Office by **August 7**.

Exhibitor Forums 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.

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

\_\_\_\_ Any pre-recorded videos should be uploaded on Google Drive or similar hosting site and then shared 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 the Forum 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.