**Expectations of Showcase of Excellence/Poster Presenters Only:**

If you were approved to present an Ignite Session in addition to your Poster Session, make sure you are reviewing the document titled *Expectations of Showcase of Excellence Presenter with Ignite Presentation* listed under the Ignite section on the website.

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

To Do List:

 Showcase of Excellence Presenters 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 at their earliest convenience, but no later than **July 17.**

 Showcase of Excellence/Poster Presentations are scheduled to present during the dedicated poster time on **Tuesday, September 15 from 11 AM – 1 PM MDT.** The final detailed schedule was emailed to all presenters. If you did not receive it, you may access the full detailed schedule here: <https://www.neafcs.org/2020-annual-session>

 Each presenter 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.

 Poster presentations will be accessible via the Exhibit Hall area within the virtual platform. The Exhibit Hall area can be accessed anytime the virtual platform is open. This does not mean you are required to be present at your poster the entire time. You are ONLY REQUIRED to be “manning” your poster presentation during the dedicated poster time as noted above.

\_\_\_\_ 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****).** These files will be kept on-hand in case of technical issue during your 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.