**Expectations of Showcase of Excellence/Poster Presenters with Ignite Presentation:**

*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/Ignite 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](mailto: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>

If you were approved to present an Ignite Session in addition to your Poster Session, your Ignite presentation has been scheduled among the concurrent sessions throughout the Annual Session schedule. To view your specific presentation time, please click on the detailed schedule linked above.

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.

If you are presenting an Ignite Session, we recommend that each Ignite have a designated moderator to:

* 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).

Ignite 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 ([elane@executiveoffice.org](mailto:elane@executiveoffice.org)).

Ignite 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 will be required to start the session live, display your presentation as a video, and then provide a live closing.

Ignite presentations are to follow the Ignite requirements as outlined on our website here – <https://neafcs.memberclicks.net/2020-presenter-know-before-you-go>

\_\_\_\_ 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.