**Expectations of Pre-Conference Workshop Speakers:**

To Do List:

Pre-Conference 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 1.**

Pre-Conference Workshops will take place on **Monday, September 14 from 8 AM – 10 AM MDT**. If you plan to run your presentation past the 2-hour block, please keep in mind our full Annual Session schedule. We ask that you do not run past 11:30 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 Pre-Conference Workshop 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 Pre-Conference Workshops assign their own moderator, however, if you need us to request a volunteer, you must notify the National Office by **August 7**.

Pre-Conference Workshops MUST 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 videos or portions of your session.

Pre-Conference Workshops are to run the full 2 hours. We recommend that you allow for up to 10 minutes for Q&A.

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 workshop 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.

If you want to collect feedback from your workshop, it will be the responsibility of the Pre-Conference Speaker to either 1) incorporate a poll at the end of the workshop to act as your evaluation or 2) send us your evaluation form which we will add to your Presentation Description and you will be required to inform attendees of where it is posted and request they complete and send to you directly (make sure evaluation form has your contact information for completed form submissions).

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: Pre-Conference Workshops WILL NOT be available on-demand post-Annual Session, however, we may offer members the ability to review the workshop at a later date.