

## **Expectations of Concurrent Session Speakers:**

All presenters are required to present their session LIVE on the day of the Annual Session.

All presenters are required to host their session via Zoom.

All presenters are required to provide their own Zoom for the presentation, ensuring it is compatible for a potentially larger audience. Presenters may setup their Zoom setting based on their preference (meeting, webinar, video access, etc.).

All presenters are required to submit a recording for the post-meeting on demand access (options listed below).

To Do List:

\_\_\_\_\_ By **October 1, 2021**, presenters are to notify the National Office if they will be providing a pre-recorded session OR recording the live session to be used as part of the post-meeting on demand access.

1. Pre-recorded sessions are to be sent to the National Office by October 15, 2021. Recordings must be completed in high-resolution setting with optimal sound. The preferred video format is MP4. Name your video files with your name and presentation title. *(Example: William-Ferguson-Grant-Writing-to-Impress.mp4)* Questions may be directed to Will Ferguson at [wferguson@executiveoffice.org](mailto:wferguson@executiveoffice.org). **Upload video files to:** <https://www.dropbox.com/request/3A8ihEphflkkCVp4PWc>
2. Sessions recorded live on the day of the Annual Session must be submitted to the National Office **the day following your scheduled presentation**. Recordings must be completed in high-resolution setting with optimal sound. The preferred video format is MP4. Name your video files with your name and presentation title. *(Example: William-Ferguson-Grant-Writing-to-Impress.mp4)* Questions may be directed to Will Ferguson at [wferguson@executiveoffice.org](mailto:wferguson@executiveoffice.org). **Upload video files to:** <https://www.dropbox.com/request/3A8ihEphflkkCVp4PWc>

3. Presenters who submit a pre-recorded session and then decide to utilize the recording from their live presentation may make this switch but must following the requirements as outlined above in #2.

\_\_\_\_\_ By **October 1, 2021**, presenters are required to share their Zoom link along with the meeting ID, password, dial-in phone numbers, etc. with the National Office – [elane@executiveoffice.org](mailto:elane@executiveoffice.org).

\_\_\_\_\_ We highly recommend that presenters select a moderator for the day of your live presentation to assist with recording your session, monitoring chat, Q&A, polls, etc. This person should be an NEAFCS member who has registered for the Annual session, however, it is not a requirement and can be someone within your office.

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

\_\_\_\_\_ Any handouts that you would like made available to attendees prior to your presentation (and also made available for the post-meeting on demand access) must be sent to the National Office by **October 15, 2021** to [elane@executiveoffice.org](mailto:elane@executiveoffice.org). Presenters have the option of sharing their handouts via chat on the day of your live presentation. If you choose this option, please send all handouts the day following your live presentation to [elane@executiveoffice.org](mailto:elane@executiveoffice.org).