**Expectations of Concurrent Session Speakers:**

To Do List:

 Concurrent Session speakers are required to submit their completed Speaker Agreement to the National Office at elane@executiveoffice.org at their earliest convenience, but no later than **April 30, 2021.**

 Concurrent Session speakers are required to submit a full length (45 minute), pre-recorded video of their presentation by **October 1, 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](wferguson%40executiveoffice.org). **Upload video files to:** [**https://www.dropbox.com/request/3A8ihEpnhfIkkCVp4PWc**](https://www.dropbox.com/request/3A8ihEpnhfIkkCVp4PWc)

 Concurrent Session rooms will be set with projector, screen, one podium with microphone and a table for materials. Unless the SPEAKER has requested a laptop to be provided by NEAFCS, **SPEAKERS are required** to supply their own. If SPEAKER requested a laptop, operating system will be Windows 10. Please prepare your presentation in the correct format and save to a USB drive for the day of. If you plan to bring your own computer, please be sure to reset all connection on the provided computer for the next speaker. If you plan to use a MAC during your presentation, please notify Elizabeth Lane at elane@executiveoffice.org so that we can ensure proper cable connections.

 Concurrent Sessions presenters should arrive 10 minutes prior to their presentation start time to test their materials.

 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.

On the day of your presentation, a volunteer with be assigned to moderate your session including a brief introduction and to assist with any issues that may arise. The moderator will also assist in keeping the session on time. A sign-up form will be passed around to attendees. If speakers want to collect attendee contact information, they are required to grab this form at the end of their session. After this time, we cannot guarantee this information will be available.

COVID protocols will be shared with all presenters and attendees ahead of time.