**Expectations of Ignite Presentation:**

Ignite speakers are required to submit their completed Speaker Agreement to the National Office at [elane@executiveoffice.org](mailto:elane@executiveoffice.org) at their earliest convenience, but no later than **April 30, 2021.**

Ignite speakers are required to submit a full length, pre-recorded video of their presentation by **October 1, 2021**. Recordings must be completed in high-resolution setting with optimal sound. Videos must not exceed the 10-minute session time. The preferred video format is MP4. Name your video files with your name and presentation title. *(Example: William-Ferguson-How-to-Create-a-Unique-IGNITE-Session.mp4)* Questions may be directed to Will Ferguson at [wferguson@executiveoffice.org](file:///\\server01\files\PIAM%20Clients\N%20E%20A%20F%20C%20S\Meetings\2021%20Annual%20Session\Speakers\How%20to%20Documents\wferguson@executiveoffice.org). **Upload your files here:** [**https://www.dropbox.com/request/2eKT19Hl3FQyXDtbqzaL**](https://www.dropbox.com/request/2eKT19Hl3FQyXDtbqzaL)

Ignite Presentation 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](mailto:elane@executiveoffice.org) so that we can ensure proper cable connections.

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

Ignite sessions are not a time for question and answers.  Please pre-set your Ignite Presentation for a 10-minute time limit (it should advance automatically to ensure the timing requirement is met and not exceeded). There will be approx. a 3-minute transition between each presenter.

* Make sure to review the Ignite for Success Webinar available on our website here - <https://neafcs.memberclicks.net/ignite-for-success>
* Great resource for Ignite presenters - <http://www.ignitetalks.io/>

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