**Expectations of Showcase of Excellence/Poster Presentation AND Ignite Presentation:**

**To Do List IGNITE PRESENTATION:**

 Ignite 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 **May 15, 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](wferguson%40executiveoffice.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 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/>

**Showcase of Excellence/Poster Presentation To Do List:**

 Use thin/lightweight poster paper or cardboard since heavy materials may be difficult to attach to the display board. Audio/Visual support, internet access and electrical outlets are not provided or available.

 Presenters are responsible for the setup and breakdown of their poster displays.  If Posters are not picked up by the end of the teardown time, Posters will be discarded.

 Posters were assigned an optional manned time of 1-hour during the Annual Session. This information was provided in your acceptance email/letter. Posters do not need to be staffed during the conference, but must have contact information for at least one presenter in case an individual has questions. Bring business cards or provide contact information on a flyer or sheet attendees can pick up.

 Submit a high resolution image/file of your Poster and additional supporting documentation. Items must be uploaded to <https://www.dropbox.com/request/wDivGIQiyW9q0bjtqB9p> by **October 1, 2021.** *All files should be named with your name and the name of the handout. (Example: William-Ferguson-Showcase-Poster.pdf or William-Ferguson-Contact-Handout-Sheet.pdf)*

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