

Expectations of Pre-Conference Workshop

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.

- Recordings 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 including Pre-Conference Workshop. (*Example: William-Ferguson-Grant-Writing-to-Impress-Pre-Conference-Workshop.mp4*) Questions may be directed to Will Ferguson at wferguson@executiveoffice.org. **Upload video files to:** <https://www.dropbox.com/request/3A8ihEpnhflkkCVp4PWc>

_____ 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.

_____ 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.

_____ Pre-Conference Workshops are to run the full time as confirmed by the National Office. We recommend you allow time 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. 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.

_____ If you want to collect feedback from your workshop, it will be the responsibility of the Pre-Conference Speaker to create such tool and issue to attendees, either via email or through a poll within Zoom that can be shared at the end of the workshop.