**Expectations of 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 2, 2022.**

 Ignite 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, **a MAC will be provided.** Please prepare your presentation in the correct format and save to a USB drive for the day of.  If you plan to supply your own computer and it is a MAC, please notify Elizabeth Lane at elane@executiveoffice.org so that we can ensure proper cable connections are available.

 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/>