

## 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](mailto:elane@executiveoffice.org) at their earliest convenience, but no later than **April 21, 2023**.

\_\_\_\_\_ 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, **a PC 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](mailto:elane@executiveoffice.org) so that we can ensure proper cable connections are available.

\_\_\_\_\_ 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.

### **NOTE:**

On the day of your presentation, a volunteer will 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.