

Expectations of Showcase of Excellence/Poster Presenters **Only**:

To Do List:

_____ Showcase of Excellence Presenters are required to submit their completed Speaker Agreement to the National Office at elane@executiveoffice.org at their earliest convenience, but no later than **April 21, 2023**.

_____ 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 have an optional manned time of 1-hour on Wednesday, September 13 from 12:30 PM – 1:30 PM. 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.