

Expectations of Pre-Conference Speakers:

To Do List:

_____ Pre-Conference 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 **April 21, 2023**.

_____ Pre-Conference speakers are required to submit a color headshot and a biography in paragraph form along with a 150-word abstract and 3 learning objectives to NEAFCS on or before **April 21, 2023**.

_____ Pre-Conference Workshop 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 so that we can ensure proper cable connections are available.

_____ Pre-Conference presenters should arrive 15-minutes prior to their presentation start time to test their materials.

_____ Pre-Conference Workshops are to run the full 3-hours, or the approved conference time length.

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.

NEAFCS will issue a Pre-Conference Evaluation to attendees to complete onsite. Completed evaluations will be handed to the presenter directly for review and will not be compiled into an electronic survey program. If the Presenter wishes to use their own evaluation to collect additional data, this will need to be created and supplied by the Presenter directly.