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

If you were approved to present an Ignite Session in addition to your Poster Session, make sure you are reviewing the document titled *Expectations of Showcase of Excellence Presenter with Ignite Presentation.*

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 **May 15, 2021.**

 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 were assigned an optional manned time of 1-hour during the Annual Session. This information was provided in your acceptance email/letter. 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.

 Submit a high resolution image/file of your Poster and additional supporting documentation. Items must be uploaded to <https://www.dropbox.com/request/wDivGIQiyW9q0bjtqB9p> by **October 1, 2021.** *All files should be named with your name and the name of the handout. (Example: William-Ferguson-Showcase-Poster.pdf or William-Ferguson-Contact-Handout-Sheet.pdf)*

COVID protocols will be shared with all presenters and attendees ahead of time.