**Expectations of Showcase of Excellence/Poster Presentation AND Ignite Presentation:**

**To Do List 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/>

**Showcase of Excellence/Poster Presentation To Do List:**

 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 14 from 1:00 PM – 2:00 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.