



Presentation Information & Recommendations

REGISTRATION: Remember to register! Registration is required for all speakers.

SESSION TYPE OVERVIEW

Live

- Live Webinar
 - Breakout rooms are available, if required for session structure, and must be requested by November 1. Please submit requests to annual2020@ncte.org.
 - Attendees can choose breakout rooms or be assigned randomly.
 - Breakout room time is included in your total session time.
- Included in Auditorium Session Schedule
- Live Chat: In-meeting chat that allows you to send messages to others in the meeting. You can send a private message or send one to the entire participant group.
- Live Q&A: Attendees ask questions during the meeting, and speakers, moderators, and the host can answer questions. *Live Q&A questions are not visible to other meeting participants unless answered publicly by session panel.*
- 75-Minute Session
- Recorded Session
 - Breakout rooms are not recorded.
- Session Recordings Available Online 60 Days after Convention

Scheduled

- Prerecorded Session with Virtual Event Platform Provider in Advance of Convention
- Included in Auditorium Session Schedule
- Live Chat: In-meeting chat that allows you to send messages to others in the meeting. You can send a private message or send one to the entire participant group.
- Live Q&A: Attendees ask questions during the meeting, and speakers, moderators, and the host can answer questions. *Live Q&A questions are not visible to other meeting participants unless answered publicly by session panel.*
- 75-Minute Prerecorded Session
 - Presenters should attend the entire session to answer live chat questions throughout the session and to take part in live Q&A at the end of the session.
- Session Recordings Available Online 60 Days after Convention

On-Demand

- Prerecorded Session: **File size cannot exceed 350MB**
 - Posters: Video presentations are optional.
- Included in On-Demand Session Schedule
- No Live Chat or Q&A
- No Time Restrictions

- Speakers Upload Presentations in Advance of Convention
- Session Recordings Available Online 60 Days after Convention

SESSION TYPE DETAILS

Remember to register! Registration is required for all speakers.

• Live Sessions

- Presentation login information will be emailed 1 hour prior to the session start time. Each speaker will receive a unique login; please do not share this link as it is specific to your presentation.
- Speakers should log in **30 minutes prior** to the session to go over session logistics with your virtual event host:
 - Host will test speaker audio and video and go over the presentation process.
 - Host will broadcast the session, control audience microphones, introduce the session (title/speaker[s]), mention any applicable housekeeping notes, assist with monitoring live Q&A, and close the session.
 - Speakers will communicate the speaker view needed for the presentation.
 - Speakers will have the ability to share their screen and control their slide presentation.
 - Speakers and any designated team members will run the live Q&A.
 - If breakout rooms are used, speakers will provide details during this time.
 - Host will control all breakout rooms.
- Recommendations:
 - Have hardwired internet.
 - Use a headset for clear audio.
 - Have a hard copy of your presentation slides.

• Scheduled Sessions

- Sessions are prerecorded with the virtual event provider.
- **Available times and details were sent out by our VEP provider several weeks ago. If you did not receive an email to schedule a recording time, please contact us immediately at annual2020@ncte.org.**
- Speakers should be available at least 20 minutes prior to the session through live Q&A.

• On Demand Sessions

- **Approved file types: MP4 file, no larger than 350MB; PowerPoint, PDF**
- Session recording and additional documents (e.g., PowerPoints, PDFs, etc.) will be downloaded through presentation submission website.
 - Submissions will be open October 28–**November 15**.

• General Recommendations for All Session Types

- Have hardwired internet.
- Use a headset for clear audio.
- Embed video clips into your PowerPoint presentation.
- For prerecorded sessions, include proper introductions and closure; thank the audience.
- Choose a quiet environment.
- Test lighting and camera positioning prior to presentation.
- Be mindful of your background.
- Mute your microphone when not speaking.
- If your session has multiple speakers, decide speaker order and practice ahead of time.

If you have additional questions regarding technical logistics for your presentations, please email us at annual2020@ncte.org.