



Presentation Information, Recommendations, and FAQ

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GENERAL INFORMATION

Registration: Remember to [register!](#) Registration is required for all presenters.

Speaker Agreement: Presenters, you are required to sign the NCTE Speaker Agreement prior to presenting a live or prerecorded session or uploading your on-demand presentation content. **Please log in to the Speaker Ready Room portal to do so if you haven't already.**

- [Speaker Ready Room portal](#)
 - Login information was provided in your 2021 NCTE Annual Convention Session Details email sent during the week of September 19. If you did not receive your session details, please contact us at NCTEevents@ncte.org.
- [NCTE Convention policies](#): Please review prior to the Convention.

Additional Details

- *Scheduled Live and Prerecorded Sessions will be listed in **Eastern Time**.*
- *All session types will be recorded and available for attendee viewing until 11:59 p.m. ET, February 19, 2022.*

SESSION TYPES: LIVE, SCHEDULED/PPRECORDED, AND ON-DEMAND

LIVE SESSIONS

LIVE SESSIONS: presented in real time at their scheduled date and time

Overview

- Live webinar
 - If you require breakout rooms or prefer a meeting format where attendees can talk, you must request this arrangement by Monday, November 1. Please submit requests to NCTEevents@ncte.org.

- Attendees have the freedom to choose breakout rooms or be assigned randomly.
- Breakout room time is included in your total session time.
- Breakout rooms are not recorded.
- Session listed in Webcast Auditorium Session Schedule
- Live chat: Public and private chat features will be available during all Live Sessions.
- Live Q&A: Attendees ask questions during the session, 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
- Session recorded for archiving
- Session recordings available online until *11:59 pm ET, February 19, 2022*
- Ability to upload handout materials via the Speaker Ready Room portal: The deadline for session handouts is **Monday, November 8**.

More Details

- Presentation login information will be emailed one hour prior to the official session start time. Each speaker will receive a unique login; please do not share this link as it is specific to your presentation.
- You should log in 30 minutes prior to your session start time 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 should 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 to host during this time.
 - Host will control all breakout rooms.
 - For more detailed information on what to expect day of, please watch the [virtual platform presenter orientation video](#).
- Session handouts and other pertinent materials can be uploaded through the Speaker Ready Room portal for attendee viewing as well. The deadline for session handouts is **Monday, November 8**
 - **Session materials are limited!** Presenters may submit *one video, one handout and one transcript file*. **Please include the title of your presentation in all file names.**
 - Approved File Types:
 - MP4 (**cannot exceed 350MB**)
 - PDF
 - PowerPoint: If your presentation is in PowerPoint, we recommend converting it to a PDF prior to uploading to prevent editing.
 - ***Presenters should include closed-captioning or session transcript for all audio files. Closed-captioning software options are listed in the General Recommendations section.***

SCHEDULED/PRERECORDED SESSIONS

SCHEDULED/PRERECORDED SESSIONS: recorded in advance of Convention and played during their specified date and time, followed by live Q&A

Overview

- Prerecord your session by November 7 with the virtual event platform provider.
- Session listed in Webcast Auditorium Session Schedule
- Live Q&A: Attendees ask questions during the session, 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 that includes 60 minutes of prerecorded material and 15 minutes of live Q&A.
- Session recordings available online until 11:59 pm ET, February 19, 2022
- Ability to upload handout materials via the Speaker Ready Room portal: The deadline for session handouts is **Monday, November 8.**

More Details

- Sessions are prerecorded with the virtual event provider, Forj. **To sign up for a recording time, please do so by visiting <https://calendly.com/scheduleahost/ncte-prerecord>.**
 - Instructions for scheduling a recording session are located [here](#).
 - For presentations with multiple presenters, we recommend that presenters connect with each other to schedule a mutual recording time. If scheduling a group time is not possible, you may record sections of the session separately, and Forj will ensure they play seamlessly. If presenters need to interact with each other during the presentation, they must record together, as interactions cannot be edited seamlessly. To connect with presenters, please use the Connect Me link in the session preview in the Speaker Ready Room portal.
 - Vendor recordings will begin October 10 and finish November 7.
 - If applicable, please be sure to assign a session chair so there is one point person for scheduling.
- Recordings will not be provided to presenters for review prior to the broadcast time.
- Presenters are asked to attend the entire session during Convention to answer live chat questions and take part in live Q&A at the end of the session. Please plan on logging in 30 minutes prior to your session start time 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 play session recording, 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 and any designated team members will run the live Q&A.
 - For more detailed information on what to expect day of, please watch the [virtual platform presenter orientation video](#).
- Session handouts and other pertinent materials can be uploaded through the Speaker Ready Room portal for attendee viewing as well.
 - **Session materials are limited!** Presenters may submit *one video, one handout and one transcript file*. **Please include the title of your presentation in all file names.**
 - Approved File Types:

- MP4 (**cannot exceed 350MB**)
- PDF
- PowerPoint: If your presentation is in PowerPoint, we recommend converting it to a PDF prior to uploading to prevent editing.
- **Presenters should include closed-captioning or session transcript for all audio files. Closed-captioning software options are listed in the General Recommendations section.**

ON-DEMAND SESSIONS

ON-DEMAND SESSIONS: unscheduled, uploaded in advance, and available for attendee viewing beginning the first day of Convention

Overview

- **Presenters must include closed-captioning or session transcript for all prerecorded sessions. Closed-captioning software options are listed in the General Recommendations section.**
- Prerecorded session: **MP4 files cannot exceed 350MB**
 - Presenters are responsible for creating their own session recording.
 - Posters: Video presentations are optional.
 - Session handouts and other pertinent materials can be uploaded through the Speaker Ready Room portal for attendee viewing as well.
- Included in the On-Demand Session Listing
- No live chat or Q&A
- No time restrictions but *keep MP4 file size in mind. If the video is long, the presenter may want to record in two or three parts.*
- Speakers must upload presentations by November 8.
- Session recordings available online until 11:59 pm ET, February 19, 2022.

More Details

- Approved File Types:
 - MP4 (**cannot exceed 350MB, per file**)
 - PDF
 - PowerPoint: If your presentation is in PowerPoint, we recommend converting it to a PDF prior to uploading.
- Session recordings and additional materials may be uploaded through the Speaker Ready Room portal. **The deadline to submit materials is Monday, November 8.**
- Uploading Documents:
 - **Session materials are limited!** Presenters may submit *one video, one handout and one transcript file. Please include the title of your presentation in all file names.*
 - If you are part of a group, we suggest you record the session together, if possible. This can be accomplished easily through Zoom.
 - If you are not able to record it together, each presenter may upload their recordings individually.
 - If you choose this approach, please note that all recordings/documents will be listed under the session; however, documents will be listed separately and in the order in which they were submitted.

- There is no limit to the number of files per on-demand session; however, be mindful of attendee experience when considering how many resources to upload.
- While on-demand sessions do not have a chat feature, you may end your presentation with a slide showing your contact information—email, website, phone number—so attendees can contact you with comments or questions.

GENERAL RECOMMENDATIONS FOR ALL SESSION TYPES

- Closed-captioning and session transcript options:
 - [Zoom](#)
 - [Rev](#)
 - [Subtitle](#)
 - [TranscriptionStar](#)
- Use hardwired internet service when recording or during your Live Session.
- Use a headset for clear audio.
- Embed video clips into your PowerPoint presentation.
 - Select a slide, then go to **Insert > Video**.
 - Select **Video on My PC**.
 - Select the video you want to add from your computer, then select **Insert**.
- Include proper introduction 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.

ADDITIONAL FAQ

What happens to presentation content after February 19, 2022?

Presentations will be archived at NCTE for historical purposes.

Can presenters share their own presentation outside of the Convention?

Yes, presenters are free to share their presentation outside of the 2021 NCTE Annual Convention *after* the Convention has concluded. Please be mindful not to share presentations prior to the Convention, since doing so would devalue the program. We do, however, highly encourage you to promote your presentation on social media.

Can video presentations be downloaded from the Convention platform?

No, archived video presentation content will not be downloadable.

Can students take part in the Convention?

Yes (see our [student consent form](#)).

Can I include music in my presentation?

Music can be used in your presentation only if you own the rights, have purchased the rights for this purpose, or if you have permission to do so.

Will CART be provided at the Convention?

Yes, CART will be provided for all Live and Scheduled Sessions. On-Demand presenters are required to provide closed-captioning and/or transcripts with all recordings. *Attendees may request additional services when registering for the Convention.*

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