Logistics Checklist/Timeline:

August:

- ☐ Lead presenters must confirm the session with NACEP by 8/31/2020 using this form

September:

- ☐ Attend a Connect 2020 orientation session
  - Option 1: September 4th from 12:30-1:15pm EDT
  - Option 2: September 8th 1:30-2:15pm EDT
- ☐ Develop your session content (PowerPoint, resources, links, etc.)
- ☐ Schedule a time with your co-presenters to record your presentation either on your own platform (Zoom, WebEx, GoogleMeet, etc.) or with NACEP. NACEP is planning on offering recording times throughout September.

October:

- ☐ Complete the submission of all session materials through the final session submission form. **(Submission Deadline 10/2/2020)**

  Required for final submission:

  1. Presenters information (for lead and co-presenters)
     - Presenter's names, affiliations, contact info
  2. Session Details
     - Final Session Title and Abstract
  3. File Uploads
     - Presenter's headshot's
     - Presentation as .mp4 file (if NACEP didn't record the session for you)
     - Resources for the presentation (links, handouts, guides, etc.)

- ☐ Complete your session rehearsal with Workcast
- ☐ Develop any q/a prompts, polling, or other engagement options for your session
- ☐ Confirm your session date and time with NACEP and your co-presenters
- ☐ Have an awesome session!