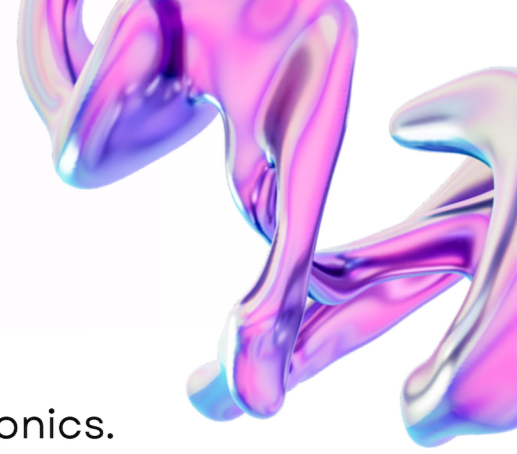


Checklist.

for Presenters



- You will need to provide your own electronics.
Screens will be provided for each meeting space. You will need to bring your laptop, projector, charger and any necessary dongles.
- Be aware of your timeframe and respectful of others who will be leading sessions after you.
Please start and end on time so others may bring in their equipment and set up in a timely manner.
- You will be given a code to put at the front of the room so participants can get credit for attending.
Please share this at the end of the session!! This code should not be shared with anyone but your participants. We must strive to manage all CEU credits and your assistance is greatly appreciated.
- No wet material is to be used without a tarp under tables, which will be provided by the Convention Center.
- You should return this form to the registration table to receive your certificate.
- Be on the lookout (via email) for your participant list. This will be sent from Melissa Poppe.
Use this list to send out any handouts or requests for additional items for your presentation/workshop.
- Per Durham Convention Center, DO NOT MOVE any tables or equipment.
- Reminder: NO OUTSIDE FOOD in the Convention Center. They will not allow it. (Not even candy.)
- Remember that your participants love to walk away with something. Have you created a QR code of your presentation or a handout? How will they remember your session?
- Folders will be in your assigned locations prior to your presentation/workshop.