

Imagine New Possibilities

**In person or virtual. All in real time.**



## **NIGP 2022 Forum Presenter FAQs for the Tips for Success**

### **On Demand Presenters**

#### **1. I've been selected for an OnDemand presentation. What does this mean?**

- a. Your presentation has been selected as an OnDemand presentation at the NIGP 2022 Forum. This means you will present twice:
  - i. In July you and your panel (if applicable) will record the presentation with a CNTV producer and this will broadcast during the Virtual Forum August 22-24. During the broadcast you will need to log into the virtual platform and interact with the virtual audience through chat and answer questions.
  - ii. In August you will present in person in Boston to the in person audience. This presentation will be live with you and your panel (if applicable) on stage and taking questions from the in-person audience only.

#### **2. Can I change my presentation after I have recorded?**

- a. While we cannot stop you from changing your presentation, for continuity purposes we recommend keeping changes minor and not late-breaking news.

#### **3. What are some tips for ensuring my success when preparing my presentation?**

- a. If you were selected to pre-record your presentation in July, please prepare your presentation ahead of time and rehearse for the recording
  - i. Please forward all information regarding the pre-record to your co-presenters, if applicable.
  - ii. As the primary presenter it is your responsibility to gather your co-presenters' availability to record and sign up using the link with a producer.
    1. You must record the presentation in July with a designated producer from CNTV. If you have not received this link, please email [landerson@nigp.org](mailto:landerson@nigp.org)
- b. *Take time to plan, prepare and practice your presentation before the recording.*
  - i. Use the tips above to prepare your slide deck
  - ii. Remember this will be a pre-recording of the session, so you will not be taking questions from the audience at this time. Questions will be virtual through a chat feature during Virtual Forum from August 22-24.
  - iii. Rehearse your presentation.
  - iv. Set up a quiet space in your office or home for the recording.
  - v. Do not have natural light or light directly behind you. You will want the light in front to avoid a glare.
  - vi. Do ensure your background is clean and professional. The attendees will be able to see your background through the whole presentation.
  - vii. Smile and project your voice to ensure attendees can see and hear you.

**4. Do I need to bring my laptop to the session?**

- a. Yes, please bring your laptop with your presentation on the laptop or through a USB device. You will need to arrive early so you may connect your computer and/or device to ensure the content is working with the system.

**5. Do I need ask questions from the audience?**

- a. Yes, when presenting in person in Boston ensure you have interaction with the audience in the seats.

**6. Will there be an evaluation of the session?**

- a. Yes, all audience members will be able to take a survey of the session following each session end time through the virtual platform.