

2026 Forum Presenter F.A.Q.

How do I give you my final PPT and polls?

Please email your PPT, poll prompts and responses, and any other resources to jkupiec@nigp.org by July 17th. If the file is too large, please send a link with permission to download given to jkupiec@nigp.org

Where do I go when I arrive?

Greater Columbus Convention Center
400 North High Street
Columbus, Ohio 43215

When arriving at the convention center please complete your registration at the registration desk.

What do I do once I get my session's room?

Be sure to arrive to your session's room 20 minutes before start time. When you arrive, immediately check in with "Crescent" at the audio/visual table. They will:

- connect your laptop so you can display your PPT.
- test your headset audio level.
- give additional handheld microphones to co-presenters.

While at the audio/visual table, also check in with your NIGP staff producer to let them know if you have polls, and to talk about any other session specific items. A Quality Control Team (QCT) volunteer may also be at the table, and is the person that will start your session with housekeeping.

Can I use another application, instead of PowerPoint, to create my slides?

Yes, you can use Canva, Keynote, if you would like to use another application and need guidance, please contact jkupiec@nigp.org. If using another application, please provide your slide deck in a PDF format when you email it to jkupiec@nigp.org by July 17th.

Is Internet available in the session rooms?

Yes, Wi-Fi is available. However, please do not rely on it for accessing YouTube videos or anything of importance in your presentation. The bandwidth might not support it.

How is the audio working? How will I be miked?

Microphones will be provided when you check in with "Crescent," and your producer/NIGP staff if available, at the audio/visual table. The main presenter will be required to wear a headset microphone to give the virtual audience a positive experience. Additional presenters will use either lapel or handheld microphones. The in-person audience will have a handheld microphone given to them for their comments/questions. Please make sure they speak into a microphone, so the virtual audience feels included and understands what is happening.

How many attendees should I expect in my session?

The in-person rooms will be set for 200-300 people, depending on the setup and size of the room.

Will I receive a copy of my session evaluations?

Yes, all speakers will receive a copy of their evaluations approximately one month after the conference.

Who will introduce me?

QCT will open the session, and Presenters will introduce themselves (unless you arrange something with the volunteers). Be sure to presenter(s) bio(s) brief! All bios are available in the app for audience reference.

How will my materials be available to the attendees?

Attendees can access session materials on the Forum app or, for the virtual audience, the virtual Forum platform.

Will my session materials be printed and available to attendees

No, attendees will download session materials on the Forum app or, for the virtual audience, the virtual Forum platform.

Who do I contact if I have questions during the conference?

You can email forum@nigp.org and jkupiec@nigp.org

If your question is urgent, visit the registration tables.

If you are unable to visit the registration table, TEXT Jef Kupiec at 586-260-1058 with your name and question.

Who do I contact if I need technology assistance during the conference?

There will be a card with a phone number on it in each room to reach the AV team. QCT can also assist. And, NIGP will have a dedicated person working with platform issues that the AV team or QTC will escalate the issue to. For session specific technology assistance, be sure to be in your session's room 20 minutes early or more.

If you want feedback on your content, assistance with your slide deck, or to practice your session please reach out to jkupiec@nigp.org We're happy to help!