

GUIDELINES FOR CONFERENCE PRESENTERS



Remember!	<p>General Submission Agreement. All presenters must adhere as a condition for presenting at the CFHA Conference. Due to COVID, CFHA is planning a virtual conference.</p>
June 15	<p>Register Online to attend the CFHA Conference at www.cfha.net</p> <p>All presenters must register – session presenters, co-presenters, panelists, poster authors, and discussion group facilitators.</p>
July 24	<p>Complete CFHA's online Disclosure form. The form is a requirement for all session presenters so that education sessions can be considered by accreditation agencies for CE credit. Fill out disclosure here.</p>
July & August	<p>Start working on your PowerPoint slides for your education session. *</p> <p>Click here for a link to the PowerPoint template. The slides in the template are required content. You can insert your own content on other slides.</p> <p>Presenters are required to provide electronic files of slides and handout materials or other related resources in advance to be included in the conference app. In lieu of printed handout materials, CFHA will offer online access to these resource materials for Conference registrants.</p>
July & August	<p>Is your session being pre-recorded? This includes sessions that are simulive, webcasts, and podcasts.</p> <ul style="list-style-type: none"> Record your presentation and upload it to Box by August 30th. INFO HERE Schedule a time to record with CFHA here.
September	<p>Registration deadline for early bird fees.</p> <p>Use the Schedule-At-A-Glance to determine when you are presenting live.</p> <p>Email your PowerPoint files and handouts to the jhahn@cfha.net.</p> <p>We will need all of the basic content for your presentation in your slides. You can continue to tweak your presentation before the Conference. Be sure to bring a copy of your slides on a flash drive to the CFHA Conference.</p> <p><i>To help CFHA in keeping track of these files, please SAVE THE NAME of your PowerPoint file as follows:</i></p> <ul style="list-style-type: none"> Your assigned session number identified by track letter (A-L), period number (1-10) Last name of primary presenter or contact person Example: A1_Smith
October 7-10	<p>Day of Presentation</p> <p>Arrive at your assigned Zoom room 15 minutes before your presentation. A CFHA representative will be in the room to meet you.</p> <p>Simulive presentations will begin with the session recording. Presenters should be prepared to manage the chat box and facilitate a Q&A at the end of the session.</p>