Presentation Information, Recommendations, and FAQs

REGISTRATION: *Remember to register! Registration is required for all speakers.*

SPEAKER AGREEMENT: As a presenter, you are required to sign the NCTE Speaker Agreement prior to presenting a live or scheduled prerecorded session or submitting your on-demand presentation content. **Please return the signed speaker agreement to NCTEevents@ncte.org by Friday, July 2, 2021.**

PRSENTATION MATERIALS ACCESSIBILITY REQUIREMENTS: Before continuing to submit your presentation materials, please ensure that you have all required accessibility materials ready. Recorded videos must be accurately captioned and/or accompanied by a full transcript. If you have visual images/photos/graphics in your recording, they should be accompanied by textual or verbal descriptions (an explanation of the image for individuals with vision impairment). NCTE and LLA are committed to accessibility for all conference attendees, and the ADA requires by law that digital materials be shared in accessible formats.

CONVENTION POLICIES: Please review prior to Summer Institute.

PROGRAM DETAILS:

- *Scheduled Live and Prerecorded Sessions will be listed in **Eastern Time.***
- *All session types will be recorded and available for attendee viewing until **11:59 pm ET, August 9, 2021.***

SESSION TYPES: OVERVIEW & DETAILS

- Live Sessions: presented in real-time, during their scheduled date and time.

    Overview

    - Live Webinar
        - Breakout rooms are available, if required for session structure, and ***must be requested by Friday, June 18***. Please submit requests to NCTEevents@ncte.org.
        - Attendees have the freedom to choose breakout rooms or be assigned randomly.
        - Breakout room time is included in your total session time.
    - Session Listed in Webcast Auditorium Schedule.
    - Live Chat: Public and private chat features will be available during all live sessions.
    - Live Q&A: Attendees ask questions during the session, and speakers, moderators, and the host can answer questions. *Live Q&A questions are not visible to other meeting participants unless answered publicly by session panel.*
    - Session Recorded for Archiving.
        - Breakout rooms are not recorded.
    - Session Recordings Available Online Until **11:59 pm ET, August 9, 2021.**
    - Session Handout Accommodation.

- Session login information will be emailed four days before and again one (1) hour prior to the session start time. Each speaker will receive a unique login; please do not share this link as it is specific to your presentation.
- Each live session will have a host, courtesy of our virtual platform provider. Speakers should log in *30 minutes prior* to their session to go over session logistics with your virtual event host:
    - Host will test speaker audio and video and go over the presentation process.
    - Host will broadcast the session, control audience microphones, introduce the session (title/speaker[s]), mention any applicable housekeeping notes, assist with monitoring live Q&A, and close the session.
    - Speakers should communicate the speaker view needed for the presentation.
    - Speakers will have the ability to share their screen and control their slide presentation.
    - Speakers and any designated team members will run the live Q&A.
    - If breakout rooms are used, speakers will provide details to host during this time.
        - Host will control all breakout rooms.
        - Breakout rooms need to be requested with NCTE by **Friday, June 18**. Please submit requests to NCTEevents@ncte.org.
    - If you would like to include handout materials for your presentation, please convert all materials to a PDF document, combine into one document, and submit via Google Drive by **Friday, July 2, 2021**. Please follow the instructions located in the Google Drive on how to properly name files.
        - If your presentation is in PowerPoint, please convert it to a PDF prior to uploading.

    Presenters must include closed captioning or session transcripts for all MP4 audio files and handouts. Closed captioning software options are noted in the General Recommendations section below. MP4 audio files should not be larger than 5GB.

- Highly Recommend:
    - Have hardwired internet.
    - Use a headset for clear audio.
    - Have a hard copy of your presentation slides.

- Prerecorded/Scheduled Sessions: recorded on your own in advance of the meeting and played during the specified date and time, followed by live Q&A.

    Overview

    - Prerecord session on own and provide to the virtual event platform provider in advance of meeting.
        - If you are part of a group, you must record the session together. This can be accomplished easily through Zoom. Only one session recording may be submitted per session.
    - Session listed in Webcast Auditorium schedule.
    - Live Q&A: Attendees ask questions during the session, and speakers, moderators, and the host can answer questions. *Live Q&A questions are not visible to other meeting participants unless answered publicly by session panel.*
    - 40-Minute Prerecorded Session with 10-Minute Live Q&A.
    - Session Recordings Available Online Until **11:59 pm ET, August 9, 2021.**
    - Session Handout Accommodation.

    More Details

    - Session login information will be emailed four days before and again one (1) hour prior to the session start time. Each speaker will receive a unique login; please do not share this link as it is specific to your presentation.
    - Sessions are prerecorded and provided to the virtual event platform provider in advance of the meeting.

- Presenters should attend the entire session to answer live chat questions throughout the session and to take part in live Q&A at the end of the session.
- Session recordings, transcripts, handouts, and other pertinent materials should be submitted to the platform provider via [Google Drive](#) by **Friday, July 2, 2021**. Please follow the instructions located in the Google Drive on how to properly name files.
    - **Session Recordings: MP4 files cannot exceed 5GB**
    - Approved Handout Files: PDF
        - If your presentation is in PowerPoint, please convert it to a PDF prior to uploading.
        - If you have multiple documents, please combine into one PDF document before submitting.
        - Transcripts should be a separate PDF file from all other handouts, so they are easily identifiable.

    Presenters must include closed captioning or session transcripts for all MP4 audio files and handouts. Closed captioning software options are noted in the General Recommendations section below. MP4 audio files should not be larger than 5GB.

- On-Demand Sessions: unscheduled, prerecorded in advance, and available for attendee viewing prior to the meeting.

    ### Overview

    - ***Presenters must include closed captioning or session transcripts for all prerecorded sessions. Closed captioning software options are noted in the General Recommendations section below.***
    - Prerecorded Session: **MP4 files cannot exceed 5GB**
        - Presenter(s) is responsible for creating their own session recording.
    - Session Listed in Webcast Auditorium under On-Demand Session tab.
    - No Live Chat or Q&A.
    - No Time Restrictions – *Keep MP4 file size in mind.*
    - Speakers Upload Presentations in Advance of the Meeting.
    - Session Recordings Available Online Until **11:59 pm ET, August 9, 2021.**

    ### More Details

    - **Session Recordings: MP4 files cannot exceed 5GB**
    - Approved Handout Files: PDF
        - If your presentation is in PowerPoint, please convert it to a PDF prior to uploading.
        - If you have multiple documents, please combine into one PDF document before submitting.
        - Transcripts should be a separate PDF file from all other handouts, so they are easily identifiable.
    - Recording Notes:
        - If you are part of a group, you must record the session together. This can be accomplished easily through Zoom. Only one session recording may be submitted.
        - While on-demand sessions do not have a chat feature, you may end your presentation with a slide showing your contact information – email, website, and/or phone number – so attendees can contact you with comments or questions.
    - Uploading Documents:
        - Session recordings, transcripts, handouts, and other pertinent materials should be submitted to the platform provider via [Google Drive](#) by **Friday, July 2, 2021**. Please follow the instructions located in the Google Drive on how to properly name files.

GENERAL RECOMMENDATIONS FOR ALL SESSION TYPES:

- ***Closed captioning or session transcripts must be included in all on-demand sessions or audio handout materials.***
    - Closed Captioning Software Options:
        - Zoom
            - Zoom offers live auto captioning that can be included in your recording to the cloud.
        - Rev
        - Zubtitle
        - Transcription Star
- Have hardwired internet.
- Use a headset for clear audio.
- Embed video clips into your PowerPoint presentation.
    - Select a slide, then go to **Insert** > **Video**.
    - Select **Video on My PC**.
    - Select the video you want to add from your computer and select **Insert**.
- Include proper introduction and closure; thank the audience.
- Choose a quiet environment.
- Test lighting and camera positioning prior to presentation.
- Be mindful of your background.
- Mute your microphone when not speaking.
- If your session has multiple speakers, decide speaker order and practice ahead of time.

ADDITIONAL FAQ:

- **What happens to presentation content after August 9, 2021?**
  Presentations will be archived at NCTE for historical purposes only.
- **Can presenters share their own presentation outside of the meeting?**
  Yes, presenters are free to share their presentations outside of the 2021 LLA Virtual Summer Institute *after* the meeting has concluded. Please be mindful not to share presentations prior to the meeting as it will devalue the program. We do, however, highly encourage you to promote your presentation on social media.
- **Can video presentations be downloaded from the meeting platform?**
  No, archived video presentation content will not be downloadable.
- **Can students take part in the meeting?**
  Yes, please see our student consent form.
- **Can I include music in my presentation?**
  Music can only be used in presentations if you own the rights, have purchased the rights for this purpose, or if you have permission to do so.
- **Will CART be provided during the meeting?**
  Yes, CART will be provided for all live sessions and CART and/or transcripts will be provided for all Scheduled Prerecorded & On-Demand Sessions.

  Attendees may request additional services when registering for the meeting.

- **Will there be additional orientations for speakers?**
  Yes, we will be offering the following orientations for speakers to assist you with preparations.

  Live & Scheduled Prerecorded Sessions:
    - Webcast Auditorium Orientation
      Monday, June 14: 3:00 pm CT / 4:00 pm ET
      Orientation Link

      This orientation will be with our virtual platform vendor and will cover what to expect during your 30-minute green room time prior to the start of your session.

<u>All Session Types:</u>
- Presenter Office Hours
  - Monday, June 14: 2:00 pm CT / 3:00 pm ET
    Online Registration

  - Monday, June 21: 2:00 pm CT / 3:00 pm ET
    Online Registration

    NCTE staff will be available during these office hours to answer questions you have about your presentation and what to expect in the virtual setting.

    Registration for these sessions is also available on the LLA website.

Remember to register! Registration is required for all speakers.

If you have additional questions regarding technical logistics for your presentations, please email us at NCTEevents@ncte.org.