



44TH NPM ANNUAL CONVENTION + NEW ORLEANS

**CHRIST**  
BROKEN ✦ SHARED ✦ SENT

# Presenter's Kit

## INFORMATION REGARDING YOUR PRESENTATION

This document contains all the details you need to prepare for your presentation at our first ever hybrid convention. Due to the ever changing nature of our world, NPM reserves the right, in consultation with the speaker, to make changes to delivery method of Zoom and in-person presentations through May 5.

### Hybrid Convention General Information

There are 4 different types of sessions for the 2021 National/Hybrid Convention:

1. **Live:** These sessions happen on-site in New Orleans.
2. **Virtual Webinar:** These are NOT pre-recorded, but are instead, presentations and discussions that will air in real time at the 2021 Hybrid Convention. Any performances that you would like to share MUST be pre-recorded.
3. **Pre-Recorded Sessions with NO In-Person Engagement:** These sessions are delivered through the convention platform as On Demand content.
4. **Hybrid Sessions:** These sessions have pre-recorded elements but also include "live" components on-site. Most significant application to Events but may also be included in MEGAs, Keychanges, and Plenums.

Please consult your Speaker Agreement to determine which type of session you will be providing.

### Handouts and Slides

- Handouts and PowerPoint slides are due no later than Friday, July 2.
- A Google folder will be shared with all presenters for upload.
- The Hybrid convention has an assigned Powerpoint Slide Deck. Please find these on the Speaker Area of the Convention website. Please note that there are specific files of Powerpoint slides for each presentation type (Plenum Address; Breakout; MEGA Breakout; Key Change; Event).
- Virtual Webinars, Live Sessions, and Hybrid Sessions will require rehearsal. Rehearsal schedule will be provided by June 18.

### Live Sessions

- These sessions will be delivered in person in New Orleans.
- Main Room will contain a scaled down stage and minimal sound equipment. Projection screens will be located around the room and presentation will be live streamed to platform.
- Smaller meeting rooms will include microphones and projectors. Speakers must provide their own laptops and connection adapters, if needed (USB-C to HDMI; etc.).

## Live Sessions (Continued)

- There will be a moderator managing chat with both in-person guests who will engage through the convention app, and those attending virtually who will use the chat room through the platform.
- Presenters are asked to use the appropriate slide deck from the “Speaker Information” area on the 2021 Convention Information page of the NPM website.

## Virtual Webinars

- Our 2021 Hybrid Convention will have a select number of live sessions that occur in real time.
- Your live virtual webinar sessions will include a member of the technology team for the 2021 Convention. They will record the session for you on their computer ( for archival purposes) and assist with introductory and closing remarks on your behalf.
- You will be responsible for providing a PowerPoint and/or script to the technology team member who will be assisting you that day. Handouts and PowerPoint slides are due no later than Friday, July 2.
- Presenters are asked to use the appropriate PowerPoint slide deck from the “Speaker Information” area on the 2021 Convention Information page of the NPM website.
- For your recording session you will need to have: a computer/laptop/tablet with camera and microphone, and any software downloaded in advance.
- When preparing for your session, make sure you have a solid internet connection, using an ethernet cable if possible, or positioning yourself close to your wi-fi router for the strongest signal possible.
- Choose a quiet location for your recording, and use headphones to minimize external noises interfering with your presentation.
- Ensure your video is well-lit. Avoid backlighting or sitting with your back to a window as your camera will adjust to help with exposure and make you appear as a silhouette.

## Pre-Recorded Sessions with NO In-Person Engagement

- Pre-recorded sessions are due to NPM by June 1, 2020.
- We have created a YouTube playlist of helpful videos for recording your session. We encourage you to watch them by visiting <https://bit.ly/NPMvirtualpresentertips> . See tips above in the “Virtual Webinars” area for tips for lighting, internet connection and more. Keep in mind, however, that there will be no audience of which to interact; therefore, please disregard the tip above regarding your audience contribution engagement.
- A member of the 2021 Convention Technology Team can be available to help you with recording. They will record the session for you on their computer and assist with introductory and closing remarks on your behalf.
- The recording of your pre-recorded session will take no more than 75-90 minutes, including an audio/visual test and initial preparatory remarks/practice.
- You will be responsible for providing a PowerPoint and/or script to the technology team member who will be assisting you that day. The PowerPoint and/or script are due at least 24 hours in advance of your scheduled recording session.



44TH NPM ANNUAL CONVENTION + NEW ORLEANS

**CHRIST**  
BROKEN † SHARED † SENT



## Pre-Recorded Sessions with NO In-Person Engagement (continued)

- For your recording session you will need to have: a computer/laptop/tablet with camera and microphone, and ZOOM software downloaded in advance.
- If you plan to take advantage of this option, please contact Berta (Berta@npm.org) as soon as possible to schedule.

## Hybrid Sessions

- A Hybrid event is a combination of pre-recorded elements, live elements via Zoom (or virtual equivalent), and in-person elements.
- This will primarily pertain to events and possibly MEGA breakouts.
- A Hybrid session at the convention is similar to a TED talk with various video examples: pre-recorded video clips are played throughout the presentation, interspersed with the in-person presenter and in-person elements.
- It's also possible in a Hybrid session to potentially project an additional presenter for an event via Zoom or virtual equivalent, onto the in-person room's large screens.



44TH NPM ANNUAL CONVENTION + NEW ORLEANS

**CHRIST**  
BROKEN \* SHARED \* SENT



# 2021 PRESENTATION SUBMISSION FORM

**Name:** \_\_\_\_\_

**Session Title:** \_\_\_\_\_

*Check the box below which applies to your session, and fill in any necessary details:*

## **I. Live Session Submission**

Events that are fully live with no pre-recorded or Zoom-type content

**Equipment Needs:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Musician Needs:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Are you willing to serve as an unpaid musician for another event? If yes, please list instrument/voice type:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



44TH NPM ANNUAL CONVENTION + NEW ORLEANS

**CHRIST**  
BROKEN \* SHARED \* SENT



# 2021 Presentation Submission Form (continued)

## II. Pre-Recorded Session Submission

These events contain pre-recorded content only.

## III. Hybrid Session Submission

These events have two options. Please select one:

**Host/hostess live on-site introducing pre-recorded content**

**Team live on-site introducing pre-recorded content as well as  
providing live performances**

**Equipment Needs:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Musician Needs:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Are you willing to serve as an unpaid musician for another event? If yes, please  
list instrument/voice type:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



44TH NPM ANNUAL CONVENTION + NEW ORLEANS

**CHRIST**  
BROKEN + SHARED + SENT

