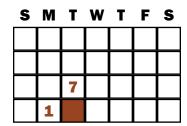


# Presenter Timeline Community College Oncology

When things are due!



#### **Initial Contact**

- Invitation
  - · Our invitation to you to speak
  - Fill out and sign a formal presenter agreement

We discuss title, description, and recording date

## 7 Days Before Recording Webinar

- Presentation Due
  - Upload or email your draft presentation file

Powerpoint or Keynote

For more, read our guide Preparing the Presentation File.

### 1 Day before Recording Webinar

- Final Presentation Due
  - Email your final presentation file Powerpoint or Keynote

## **Day of Recording Webinar**

- Reminders
  - Please wear solid colors! Video hates clothes with vertical stripes

For more, read our guide Preparing for the Camera.

Connect using Zoom 15 minutes before recording time

We will email you a link

• Call (919) 445-1000 with any questions