



Presenter Timeline

Community College Oncology

When things are due!

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		7				
1						

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