



We are excited! Let's get ready for INCCIP 2021 Conference! Checklist

Welcome to the INCCIP 2021 Preparation Checklist. Please read the instructions carefully and submit any questions to: avonhartjohnson@gmail.com. Here you will find all the things you need to prepare for your Conference experience.

Preparation

DOUBLE CHECK YOUR NAME, PRESENTATION TITLE, AND TIME.

Please review, your name, title, and time slot in the detailed Presenter schedule. [Please visit the detailed schedule, now.](#) If you do not see your name, contact us immediately. To find your name, once the document is open, use the keyboard combination Ctrl+F and enter your name in the search box. Make note of your timeslot. Verify the information. The conference program will have the long-text version of your abstract and co-presenter names. Use the Time Zone Converter to make note of your Country's equivalent time zone. [Click here for converter:](#) if you need an update contact avonhartjohnson@gmail.com, immediately. Do not wait until the final week, as we will be locked in with the program and schedule.

CREATE AND FINALIZE YOUR PRESENTATION

Practice your timing. Workshop presenters and keynote speakers will have 30 minutes to present, and 20 minutes for a **PowerTalk** or **Lunch and Learn Sessions**. It is extremely important to adhere to the timing. We have a robust and exciting agenda. The whole flow of the conference schedule depends on you following this time constraint. Suggested format for 30-minute presentation (introduction 5 minutes; core message 10-15 minutes; wrap-up/or chat questions 5 minutes). **Keynote PowerTalk** (introduction 5 minutes, core message 10 minutes, wrap up 5 minutes). **Youth Panel Keynote PowerTalk** (Panelist remarks 1-3 minute each (panel of 5) with moderator summarized key-takeaways). For the **30-minute Panel Discussions** (Moderator intro. 5 minutes, panel remarks on the state of the topic 1 to 2 minutes each (for panel of 5); round of questions 10 minutes, 5-minute chat questions and/or summary). *Each breakout session will receive a 5-minute warning. Afterwards, you will automatically be returned to the main conference area. Keynote speakers will hear a 30-second to completion "soft music warning."*



CHECK YOUR HARDWARE AND SOFTWARE.

Technology Check. You can have the greatest presentation, but if the technology does not work, it can be disappointing. Create a back-up plan. If you are an international speaker with infrastructure latency, plan for it. Send a copy of your presentation to the Conference Coordinator, Dr. Avon Hart-Johnson (avonhartjohnson@gmail.com). Attend the planned **Tech-Check session** a week before the conference. Look for the notification in your email or on our <https://www.inccip.org> website. Make sure that you have conducted a practice dry run.

PREPARE AND REFINE YOUR CONTENT.

Engage With Your Audience. This is a virtual conference and you are the Rock Stars! You have limited time to share your insights and content and this is your opportunity to connect with a global audience and get your message across. Try not to use long videos; you may miss the opportunity to engage with your audience! The more technology, animation, and widgets--the more likely you will experience issues. The audience came to see and hear you. Consider alternatives to heavy-technology dependencies. Alternatively, links to video and other resources can be provided in the chat and on the INCCIP website as a reference. Let your words resonate by using this time to share major concepts. Generally, you will likely need half-the-content of what you would prepare for during an in-person session –Think TedTalk – Short, focused, and engaging all within the first 15 minutes! Wow your audience!