

Presenter FAQ

CCIC Annual Member Forum

Monday, November 22, 2021

2021 CCIC Member Forum Schedule

- 9:00 a.m. Workshop Session 1 begins
- 10:00 a.m. Workshop Session 2 begins
- 11:00 a.m. Workshop Session 3 begins
- 12:00 p.m. Exhibitor Rooms open

Registration (Closes at Noon on 11/19)

All workshop presenters should register on our website at: <http://www.theccic.org/Member-Services/Member-Forum/>

- Please use the registration category “Workshop Presenter.”
- Please register for your own workshop.
- Feel free to attend workshops in other sessions.
- If you have additional colleagues that want to attend, but are not presenting, they should select the “Corporate Affiliate Member” category on the registration.

Session Assignment

- Your session assignment was emailed to you on November 1st.

Workshop Monitors

- There will be a CCIC Monitor in each workshop session to launch and close the meeting. The facilitator cannot be available to help with any portion of your presentation, including moving slides, providing introductions, etc. If you need assistance with these tasks, please arrange for a member of your staff to participate with you.
- Monitors will be checking several workshops at a time, just in case of a major technical difficulty or other issue. Because we will be in several sessions, we don't plan to participate in the meetings, but please feel free to private message the monitor via chat if there is problem or concern.
- Workshops must be educational and cannot include promotional content.

Zoom Settings

- The Member Forum will be conducted via the Zoom platform.
- The Zoom will be in meeting format, not webinar, meaning that participants will have the option to have their video on.
- Everyone in the meeting will have the functionality to share screens, chat, use polling, etc.
- We will encourage all attendees to update to the latest version of Zoom in advance of the event.

Workshop Timing

- Each workshop session is 50 minutes in duration.
- Please login 5 minutes prior to your start time.
- Everyone will have the ability to enter at the same time, so, likely you won't be “alone” in the space.
- The monitor will give a 5-minute warning via the chat at 50 minutes past the hour.
- At 55 minutes, the workshop will be closed so that the next session can be opened.

Slides

- We will post slide decks in PDF form on our website following the event. If you would like to share yours, please send it to forum@theccic.org when you have it finalized, either before or after the event.

Exhibitor Fair Space

- We will assign any interested current Corporate Affiliate its own space to have casual discussions with attendees.
- Each will be assigned a zoom link. The links will be well publicized and distributed in advance to the attendees.
- The rooms will be available for you to open for 11:55 a.m.
- The Exhibitor space will open at 11:55 a.m. for vendors, then 12:00 for attendees. Last year some rooms stayed open for about a 30 minutes, while others had less traffic and closed a bit sooner. You're welcome to keep your room open as long as you have traffic.
- You will be responsible for facilitating the space, just as if you were running a physical exhibitor booth.

Exhibitor Fair Publication

- The exhibitor fair brochure will highlight the services of current Corporate Affiliate Program Members
- This brochure will be electronically distributed to all to the attendees and will also be posted online for their reference.
- If you submitted custom content for the brochure, it will be included. If you did not, we will include your company, utilizing the general language you have provided us on for your web page on our site.

Thank you for your participation.