

Presenter FAQ

CCIC Annual Member Forum

Friday, November 3, 2023

2023 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

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, that is perfectly fine. They should select the “Corporate Affiliate Member” category on the registration.

Session Assignment

- Your session assignment was emailed to you on or before October 19th.

Workshop Notes

- There will be a CCIC Facilitator 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.
- We plan to record all sessions to distribute to Forum attendees after the event. If you would prefer to **not** have your workshop recorded, please let us know so we can alert your workshop monitor.

Zoom Settings

- The Member Forum will be conducted via the Zoom platform.
- You will receive an Outlook meeting invite with the Zoom link for your workshop. Please arrive 5 minutes prior to your session.
- 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.
- The times are set for 5 minutes prior for attendees to get from one session to the other. 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 Rooms

- 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. You will be responsible for facilitating the space, just as if you were running a physical exhibitor booth.
- The Exhibitor space will open at 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.
- **ACTION ITEM:** If you wish to reserve a space, please complete the [form at this link](#).

"Ad" in Exhibitor Fair Publication

- We are creating an exhibitor fair brochure highlighting the services of current Corporate Affiliate Program Members, as well as any promotions, events, etc. you would like to share.
- This brochure will be electronically distributed to all to the attendees and will also be posted online for their reference.
- **ACTION ITEM:** If you are interested in submitting specific content for the brochure, please complete the form at this link <https://bit.ly/3n99zvC>. Details about size and format are located on the form.
- If we do not hear from you, we will still include your company in the vendor fair brochure, utilizing the general language you have provided us on for your web page on our site at <http://www.theccic.org/Member-Services/Corporate-Affiliate-Program/>.

Thank you for your participation.