



Speaker Checklist and Instructions, 2021

Thank you for agreeing to speak at the [2021 National Zero Waste Virtual Conference!](#) We are pleased to have you as a part of this amazing event.

Below and attached are the **Speaker Checklist** and **Instructions** to help you prepare. They are also listed on the website on this private [page](#). Please contact your Session Coordinator if you have any questions.

Speaker Checklist

| TASK | DEADLINE |
|---|------------------------------------|
| <input type="checkbox"/> a) Register for the Conference..... | ASAP |
| <input type="checkbox"/> b) Upload Bio and Headshot..... | ASAP |
| <input type="checkbox"/> c) Review Draft Schedule..... | ASAP |
| <input type="checkbox"/> d) Meet with Coordinator and Other Speakers..... | TBD - September/October |
| <input type="checkbox"/> e) Zoom Presenter Training..... | TBD - October(as needed) |
| <input type="checkbox"/> f) Submit Slide Deck..... | TBD - Early November |
| <input type="checkbox"/> g) Zoom Dry Run..... | TBD - Late November/Early December |

Instructions

- a) **Register for the Conference.....ASAP**
Please [register](#) for the conference ASAP. You will receive a pass for the day you speak, plus an optional 50% discount for the second day. The discount code is **2021ZWSpeaker**
- b) **Upload Bio and Headshot.....ASAP**
After you submit your registration for the conference, the confirmation email you receive will include a link to submit a bio and headshot. Please follow that link to upload your bio and headshot ASAP.
 - Bio - There is no word limit, although no more than a couple of paragraphs is a good guideline.
 - Headshot - Minimum 320 pixels wide, no minimum height. The password is **2021ZWSpeaker**
- c) **Review Draft Schedule.....ASAP**
Based on the information you received from your Session Coordinator, please review how your session is represented in the [draft schedule](#). Session titles and descriptions are in progress. When ready, we are open to suggestions on how to better convey the essence of your presentation. Please provide feedback to your Session Coordinator via email.
- d) **Meet with Coordinator and Other Speakers.....TBD - Sept/Oct**
We believe it is important for panelists and concurrent session speakers to have a chance to interact and get a sense of what each other will be presenting during their particular session. Your Session Coordinator will organize and facilitate a meeting with your fellow speakers to help prepare for the best possible session.
- e) **Zoom Presenter Training.....TBD - Oct (as needed)**

Speakers will be asked to present their own slides at this conference. If you want support navigating Zoom screen sharing and other essential Zoom features, your Session Coordinator will make sure you get the support you need to feel prepared and comfortable on the day of your session. Expect your Session Coordinator to ask about this and to schedule a session as needed.

f) **Submit Slide Deck..... TBD - Early November**

Please plan to submit a slide deck that is a good representation of your presentation in early November. You will have the opportunity to submit revised slides, if necessary, up to the week prior to the conference.

g) **Zoom Dry Run..... TBD - Late November/Early December**

We want all speakers to feel prepared and comfortable on event day. Plan to join your fellow speakers and Session Coordinator for a brief dry run on Zoom the week or so prior to the conference. Your Session Coordinator will work with you to schedule this. Final slide decks will be due at this time.

Questions?

Please direct any questions to your Session Coordinator.

Thank you!

Conference Program Committee

Portia Sinnott, Registrar and Conference Program Committee Member

National Zero Waste Virtual Conference (NZWC)

www.zwconference.org