



NILG WEBINAR SERIES SPEAKER DETAILS MEETING

PRESENTER(S):

- TONY KAYLIN, NILG MIDWEST REGION
- KEVIN CARPENTER, NILG CONFERENCE FINANCE CHAIR
- ROSEMARY COX, 2020 LOGISTICS COMMITTEE

JUNE 25 & JUNE 30, 2020

Congratulations on being selected to speak at the 2020 Virtual ILG Conference



Protocol

- Your workshop date and time are listed on the online agenda. Please make sure you have it on your calendar.
- You will receive, or should have received, a Webex invitation from Tony Kaylin. If you have not received yours, please let him know ASAP
- Be in online at least 15 minutes prior to your session start time



The Workshop – Speaker Handlers



The Workshop - Speakers

Communicate with your Speaker Handler

- Discuss when you would like questions – throughout or at the end. At the end is recommended for fewer disruptions
- Discuss how you would like to be introduced. Shorter is better to allow more time for your content

During your Presentation

- Please speak clearly and use a phone rather than a computer microphone.
- Please make sure that all distractions in your home or office are removed prior to the call
- Time your presentation in advance to ensure that you allow time for questions

Q&A

- Answer as many questions as possible during your session.
- If you are not able to answer all questions you will be sent the list. Respond to each question in writing and the list will be sent to the participants.

At the End

- If not already, turn session back to speaker handler for wrap up
- Thank all participants for attending the virtual conference – “See you next year in Nashville”

A friendly reminder: Please don't
sell your company services or
products.



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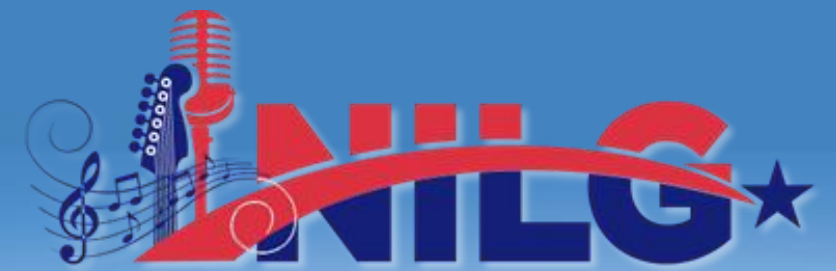


Thank You

SAVE THE
DATE!

We hope you'll join us at the
NILG 2021 National Conference

August 1 – August 4, 2021
Omni Hotel
Nashville, Tennessee



2021 NATIONAL CONFERENCE

**STRIKE A CHORD
FOR EQUALITY AND COMPLIANCE**

