

Presenter Checklist

Before the Conference

- ☐ Watch [Secrets to Success: How to Be a Presenter at NCNC27](#) Webinar On Demand
- ☐ Complete your 2027 Presenter Agreement (Deadline: September 15, 2026, for inclusion in conference brochure)
- ☐ Register for the conference (Deadline: September 15, 2026, for inclusion in conference brochure)
- ☐ Download your Session Template (emailed to you mid-November)
- ☐ Download and share your social media toolkit
- ☐ Review Presenter Guidelines and Tips
- ☐ Review the [Do's and Don'ts Best Practices](#) document before creating your presentation
- ☐ Attend Office Hours
 - » Tuesday, November 3, 2026 @ 2:00 pm Eastern – [Register Here](#)
 - » Wednesday, January 13, 2027 @ 2:00 pm Eastern – [Register Here](#)
 - » Thursday, February 4, 2027 @ 2:00 pm Eastern – [Register Here](#)
- ☐ Add your presentation date and time to your calendar (Sent to you in January 2027)
- ☐ Submit your presentation and handouts (Due: February 19, 2027)
- ☐ Add your contact information to the Yapp App

March 29 – April 2, 2027 at Hyatt Regency Chicago - It's Time!

- ☐ Check in at the registration desk
- ☐ Look up your presentation room location and know how to get to it
- ☐ Arrive 15 minutes before presenting to your assigned room; meet your room Ambassador

After the Conference

- ☐ Optional: Request survey feedback by emailing conference@cacfp.org
- ☐ Submit the Conference Presenter Survey