



# 19<sup>th</sup> Annual Chronic Disease Prevention Symposium

June 3-5, 2021

## Virtual Speaker Guide

### WELCOME

We are so happy to have you with us at the Chronic Disease Prevention Symposium. This year's event will take place virtually June 3-5, 2021. Your expertise is invaluable as we look to explore the intersection between race and health. This guide will help you navigate this year's symposium.

### DEADLINES

**April 9, 2021** - Deadline to Register Early for the Symposium

**May 5, 2021** - Deadline to Submit Presentation Slides

### REGISTRATION

The 2021 Chronic Disease Prevention Symposium will be hosted by Mid-Carolina Area Health Education Consortium (AHEC) platform.

Click [here](#) to complete your registration form.

- Email your complete form to Katelyn Bailey at [kbailey@comporium.net](mailto:kbailey@comporium.net)
- All speakers must register for the conference by **April 9, 2021**
- When registering please select "speaker", for registration category

### PRESENTATION SUBMISSIONS

Prior to the symposium, all presenters must submit their slides. Slides should be emailed to [Rebecca Jackson](#) at AHEC.

The deadline to submit presentation slides is **May 5, 2021**

### SESSION INFORMATION

- All Breakout Sessions will last approximately 45 minutes
- Please remember that each session will include an introduction, presentation, and a Q&A segment
- On the day of your presentation, please plan to login 10 minutes early

### Session Facilitators

- Each speaker will have a session facilitator
- The facilitator will introduce you to your session attendees and will be the official timekeeper
- Your facilitator may reach out to you prior to presentation.

## VIRTUAL CONFERENCE PLATFORM

We will be using a virtual conference platform called the Meeting Center. This platform will allow you to interact with other participants, exhibitors, and the planning committee. As we get a little closer to June, you will receive an email from [event@meetingcenter.online](mailto:event@meetingcenter.online) with your login information.

This information is unique to you so please do not share your email. Once you receive the email, you are welcome to log in any time before the event to check out the platform and make sure everything works. If you have not received the email by May 10, please first check your spam folder. If you still cannot find it, please call the Mid-Carolina AHEC office at **803-286-4121**.

Please note, if you will be logging in at your place of work and think it will block the link, please let your IT department know ahead of time. This minimize the chance of encountering technical issues.

### Navigating the Platform

- Once you log in, you will see an icon at the bottom of the page titled Speaker Tools.
- Click on that icon and you will see your sessions.
- The next tab is My Resources – this will allow you to upload handouts for participants to download.  
*Before uploading any documents, please inform [Rebecca Jackson](#) at AHEC*
- The last tab is the My Profile tab – you can update your profile here if needed.
- If you plan to attend other sessions, click the Lobby button at the bottom of the screen. There you will see the conference schedule.

## MEDIA KIT

The Planning Committee has developed a Media Kit that can be used to aid your organization in promoting the 19th Annual Chronic Disease Prevention Symposium. To learn more and help us promote the event, please review the [Media Kit](#).