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## Before the AEC

- œ Record your presentation and edit as needed
- œ Only one recording will be accepted ; if speakers are recorded separately, please edit your recordings into a single recording
- œ We recommend that you record your presentation in a single session
  - œ The duration of your Prerecorded Session should allow for 5 -10 minutes for questions and answers after the presentation(s)
  - œ Format your recording to the acceptable Prerecorded Session Specs:
    - o Format: [mp4](#), [m4v](#), [mkv](#)
    - o Maximum Size: [3 GB](#)
    - o Maximum Resolution: [HD \(1920x1080px\)](#)
  - œ Submit your Prerecorded Session
    - o Submit by: [July 5, 2024](#)
    - o Submit to: [egrenier@neha.org](mailto:egrenier@neha.org)

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## The AEC

- œ Virtual Audience
  - o Your session will start and stop at the designated times in the platform
  - o Your session will not be available for immediate on-demand viewing
  - o All speakers are asked to be available virtually during the session for the Q&A segment, taking place at the end of the presentation
- œ In-

- o The live Q&A will take place at the end of the prerecorded presentation, so please be sure you join the session during its scheduled time and ready to answer questions
- o The live Q&A will take place via the AEC platform, for both the Virtual and In -Person Audience
- o The Q&A will take place via the Chat function on the session page; this will not be live streamed and there will be no video component
- o In your recording, we suggest adding language or a slide at the end to instruct attendees to transition to the Q&A, such as:

*“Thank you for your attention during this presentation. We now invite you to join us for the live Q&A, with our presenters. Please join us on the AEC Virtual Platform, in the Chat Box for this session.”*