## Letter to Demonstration Presenters:

We are looking forward to your presentation during the 2020 NACWPI National Conference in October and thank you for your willingness to adapt your presentation to an online format. Although holding our conference online will be a new experience for all of us, we are excited about the possibility of having more members of our community engage with our presenters and their wonderful content this year.

Here are a few updates to keep in mind as you prepare your presentation. In order to ensure that all accepted proposals can be presented online, the program committee has modified the length of each presentation. Demonstrations will now be 20 minutes in length. They should include a prerecorded video presentation of up to 15 minutes, followed by a live Q&A session during the remaining time. NACWPI will assign a moderator who will assist with introductions, facilitate Q&A, and manage the time. There will be additional opportunities during the conference for you to network with colleagues who may wish to further discuss the presentation, thus we encourage you to remain engaged throughout the conference and interact as much as possible.

The prerecorded component of the presentation must be submitted in mp4 format via *Submittable* **by 12:00 noon Mountain Time on Friday, August 28, 2020**. Please look for a second email to follow shortly from The College Music Societywith specific instructions on how to upload your file. Please see below regarding conventions for naming your file. Suggestions for preparing effective online presentations and recording videos may be [found here](https://www.music.org/pdf/conf/natl/2020/tips.pdf).

Before submitting your video, please save and name it as follows:

 1. Save your video as an mp4 file.

 2. Each video file must be named as follows: Presenter Last Name\_Presenter First

 Name\_Format (i.e., Smith\_Clara\_Demo).

 3. Videos must be uploaded to your proposal submission via *Submittable* no later than

 12:00 noon Mountain Time on Friday, August 28, 2020.

Presenters will also have the option of sharing up to 3 PDF files of handouts, presentation slides, or other supplementary resource materials with attendees. These materials will be collected in advance but will be requested separately.

We are looking forward to your presentation in October and appreciate your valuable contribution to the 2020 NACWPI National Conference.