

Telehealth Lecture Timeline

Due dates for presenting a UNCCN Telehealth lecture

Invitation

Our invitation to you to speak.

We discuss title, description, and date.



Initial Contact

Presenter Agreement

Sign a formal presenter agreement.



60 Days Before Lecture

Return Required Forms

Fill out and return legal forms.

Send a current CV.



45 Days Before Lecture

Presentation Due

Email your presentation file (Powerpoint or Keynote).



21 Days Before Lecture

Lecture Day Reminders

Please wear solid colors!

Video hates clothes with vertical stripes.

Arrive at ITS Manning, Room 3200, by 11:45 AM.

Call (919) 445-1000 with any questions.



Lecture Day

Follow-Up Tasks

Help create a 10-question assessment on the lecture content.



2-5 Weeks After Lecture

We will send a summary of the participants' lecture evaluations.

Please direct any questions to Jon Powell at jonpowell@unc.edu