Conference Format Guidelines

Presentations and Workshops

All lecture rooms will be equipped with PC laptops with Windows 7 and Microsoft Office (i.e., PowerPoint, Word, Excel, etc.), data projectors, and a large screen; the rooms will have audio systems with microphones.

In the larger rooms, you will have a choice between a desk microphone and a headset. If you prefer the headset and have not indicated this on your conference proposal needs, please approach the registration desk before your presentation and let us know.

Other formats for making presentations, such as overhead projectors, will also be available.

You are welcome to use your own laptop in any of the session rooms. Rooms are equipped with VGA and HDMI. Please plan to bring along dongles that your computer might need.

All rooms will have dry erase markers, flip chart paper, and sticky notes to help support active engagement strategies.

Everyone will have access to WiFi; login information can be acquired at the registration desk if needed. Please plan to test the connectivity of your system prior to your session.

90-Minute, 60-Minute & 45-Minute Workshops

These workshops are meant to be interactive sessions that engage participants in active interactions. If you are planning to utilize items like flip charts, markers, etc., and have not done so in your proposal, please let us know at the registration desk as soon as possible.

30-Minute Showcases

These sessions are meant to be less interactive and may include things like think-pair-share, polling, shorter discussions, and Q&A types of sessions that engage participants.

15-Minute Lightening Talks

These sessions are meant to be focused on information dissemination and may be more didactic in the delivery approach. At a minimum, we encourage you to leave 2-3 minutes for a brief Q&A.

Roundtables

The roundtable discussions are an opportunity for participants to get together in an informal setting to examine issues related to the topic. There is no formal agenda, but there are specific topics. You need to be well versed on the topic and engage the group members in the discussion. There is no projection available during these sessions.
Format options:

- You can have questions prepared in advance and provide it to the participants (the goal is to get at and discuss the issues surrounding this topic).
- Another option is to prepare a handout or something that is interactive for individuals to work on in pairs or groups of three and share back.

Qualities of effective roundtables include:

- Good time management
- Well-versed and focused moderation
- Plenty of prep work for the discussion
- Summarization of highlights

Posters

The poster sessions are scheduled to take place during the reception period. You are asked to staff your posters at this time and field discussions with conference delegates; see program schedule for time and location details.

Requirements:

- Typically, posters tend to be 48” wide by 36” high. Poster boards at this meeting can accommodate up to 48” wide by 48” high, depending on your layout preference. Pushpins will be supplied. You may leave your posters at the registration desk anytime on the first day. Posters will be taken to the reception venue to be set up. You can either collect your poster after the reception is over or the next morning at the registration desk.