



naaee

In partnership with



EEAO

55th Annual
Conference

23rd Annual
Research
Symposium

IMAGINE IF...



PRESENTER INFORMATION

GENERAL AV AND ROOM SETUP

- Room sets and AV equipment vary with the session format; the specifics for each type of session are listed below. Room cannot be changed.
- We provide a PC computer, projector with external speakers, and screen for session formats that include AV equipment. Most rooms will also have a podium or standing microphone.
- We do not require that you submit your presentation slides ahead of time. We recommend that you bring your presentation on a portable drive and use the computer and projector provided. If you choose to use your own laptop, please bring your own dongles to connect your equipment. We cannot provide connections for combinations beyond what we provide.
- Wi-Fi is available in every room and throughout the conference area. We anticipate bandwidth adequate to serve all needs, but this depends on usage at any given time.
- We recommend that you arrive a few minutes before your session to load your presentation onto the available equipment. Our AV team can provide tech support as needed, and nearby volunteer room monitors can assist with contacting help.
- That said, depending on the time of your session, there may only be a 10-minute transition between sessions. It is unlikely that you will have leisurely access to set up for your session.
- We do not require advance registration for concurrent sessions, and it is difficult to anticipate audience size. Attendance generally varies from 5 to 65 people, with an average of about 25 people. (This does not apply to Wednesday workshops, and roundtables tend to run slightly lower in numbers.)

DETAILS FOR SPECIFIC SESSION FORMATS— RESEARCH SYMPOSIUM

RESEARCH POSTERS

- Poster presentations will be held in the Atrium Ballroom on the Plaza Level.
- Bulletin boards and push pins will be provided. One poster will be placed on each side of each 8' board.
- Research posters can be installed on Tuesday between 7:30 and 8:30 AM before the opening session of the symposium begins at 8:30 AM in the same room. Check with the volunteer in the room or the posted session list to determine the placement of your poster.
- The maximum print size for posters is 48" wide x 36" high.
- No AV equipment is provided for poster presentations and we cannot guarantee proximity to an electrical outlet.
- There is a general poster session from 3:30 to 4:30 PM on Tuesday. We strongly encourage all presenters to staff their posters during this time and interact with attendees.
- During this time, you may use your own laptop at low volume to assist with your explanations. There is no room for us to provide tables, but some presenters have brought small portable stools, which must fit directly in front of your poster.
- Posters should be removed following the conference opening reception (5:00 to 6:30 PM Tuesday) or after the opening ceremony (6:30 to 8:30 PM). Posters remaining on boards after 9:00 PM on Tuesday will be removed so we can install posters for the annual conference. These posters will be saved in the staff office for late retrieval through the end of the Symposium on Wednesday at 5:30 PM.
- If you're unable to remove your poster, please make arrangements for someone else to do this for you. Leftover posters will be recycled at the end of the conference.

RESEARCH ROUNDTABLES

- Roundtables are designed to be discussion-based. You are expected to initiate your session with a short presentation of your material, then engage participants in active discussion around a central research question.
- The roundtable format does not lend itself to PowerPoint or other formal presentations; we strongly discourage their use.
- Multiple roundtable sessions take place simultaneously in the same large room (the Atrium Ballroom). Please do not plan to give presentations or conduct activities that interrupt ongoing discussions at nearby tables.
- Each roundtable discussion will have its own table, starting with 10–12 chairs. You can temporarily move chairs around to accommodate your audience, but please return them to their original settings.
- No AV equipment is provided for roundtable discussions and we cannot guarantee proximity to an electrical outlet. If desired, you may use your own laptop at low volume to assist with your explanations.

RESEARCH PANELS

- Research Panels take two forms: (1) 60-minute panels on Tuesday composed of a single slate of presenters originally submitted as a full panel and (2) 40-minute panels on Wednesday composed of two 15-minute Research Presentations that have been combined in a single session.
- Research Presentations are presented in the order listed in the Event App. Note the session order included in the short summary of each session, i.e., “(Research Panel 1, Presentation 1 of 2).”
- All research panels are presented in rooms with a head table and theater seating (rows of chairs).

RESEARCH WORKSHOPS

- Research Workshops are 90-minute session presented on Tuesday.
- All research panels are presented in rooms with a head table and theater seating (rows of chairs).

DETAILS FOR SPECIFIC SESSION FORMATS— ANNUAL CONFERENCE

POSTER PRESENTATIONS

- Poster presentations will be held in the Atrium Ballroom on the Plaza Level.
- Bulletin boards and push pins will be provided. Two posters will be placed on each side of each 8' board.
- Conference posters can be installed on Wednesday between 7:30 and 8:30 AM before the sessions begins at 8:30 AM in the same room. Check with the volunteer in the room or the posted session list to determine the placement of your poster.
- The maximum print size for posters is 48" wide x 36" high.
- No AV equipment is provided for poster presentations and we cannot guarantee proximity to an electrical outlet.
- Each poster presentation is scheduled as part of one of three poster sessions scheduled throughout the conference. There are about 15 poster presentations in each time block. We strongly encourage all presenters to staff their posters during this time and interact with attendees.
- During this time, you may use your own laptop at low volume to assist with your explanations. There is no room for us to provide tables, but some presenters have brought small portable stools, which must fit directly in front of your poster.
- Posters should be removed on Friday morning between 10:30 AM and 12:00 PM. Although discouraged, you may remove your poster earlier if necessary. Attendees will have ready access to the posters through Friday at 12:00 PM
- If you're unable to remove your poster during this time, please make arrangements for someone else to do this for you. Posters remaining on boards after 2:00 PM on Friday will be recycled.

BRIGHT SPOTS

- Bright spots are 10-minute sessions. Three bright spots are scheduled back-to-back in a 40-minute time block, presented in the order listed in the conference program. Note that there is a reference to the session order in the short summary of each session, i.e., “(Bright Spots Group 1, Session 1 of 3).”
- Please respect your colleagues and keep your presentation to its 10-minute limit. This should allow about five minutes remaining for questions and discussion. The listed times reflect the full 40-minute time block.
- Due to withdrawals, a few bright spot session blocks have only two sessions scheduled. In this case, you may split the time and use 15 minutes each.
- The room will be set in theater seating (rows of chairs), with one supply table at the front of the room. Standard AV equipment will be provided.
- To keep sessions running smoothly, please bring any PowerPoint presentations on portable USB drives and arrive a few minutes before the 40-minute session begin to load them onto the available computer. If everyone sticks to the schedule, five to 10 minutes should remain for questions and discussion.

ROUNDTABLE DISCUSSIONS

- Roundtables are designed to be discussion-based. You are expected to initiate your session with a short presentation of your material, then engage participants in active discussion around a central topic for most of your session time.
- The roundtable format does not lend itself to PowerPoint or other formal presentations; we strongly discourage their use.
- Multiple roundtable sessions take place simultaneously in the same large room (the Atrium Ballroom). Please do not plan to give presentations or conduct activities that interrupt ongoing discussions at nearby tables.
- Each roundtable discussion will have its own table, starting with 10–12 chairs. You can temporarily move chairs around to accommodate your audience, but please return them to their original settings.
- No AV equipment is provided for roundtable discussions and we cannot guarantee proximity to an electrical outlet. If desired, you may use your own laptop at low volume to assist with your explanations.

TRADITIONAL PRESENTATIONS

- Traditional presentations are 40-minute sessions. Almost all rooms will be set in theater seating (rows of chairs), with one supply table at the front of the room. Standard AV equipment will be provided.
- Some traditional presentations are held in rooms set up for hands-on sessions or symposiums, and the rooms will be set for these formats as described below.

SYMPOSIUMS

- Symposiums are 90-minute sessions. The room will be set in theater seating (rows of chairs), with a head table set with four chairs. Standard AV equipment will be provided.
- There will also be a podium with a wired microphone. At least two additional microphones will be available at the head table.

HANDS-ON PRESENTATIONS

- Hands-on presentations are 90-minute sessions. The room will be set with oval tables with 8 or 10 chairs, with one supply table at the front. Standard AV equipment will be provided.
- These sessions are intended to actively engage participants in activities or group discussions.

WORKSHOPS (Tuesday Pre-Conference)

- Workshops are 3 ½ hour in-depth sessions held on Tuesday before the formal start of the conference.
- Workshops require advance registration and a nominal fee. Registrations closes on September 29, and we will send current registration lists shortly thereafter.
- Workshop rooms will be set with round tables with 8 to 10 chairs. There is a supply table at the front of the room, and a podium with a wired microphone. Standard AV equipment will be provided.
- If requested, the room will also include one easel, flip chart, and a few markers. If you need more than a few markers or want a wide variety of colors, please bring your own.

