**Presenter Information for the Annual Conference on Teaching (2018)**

*Symposium/Workshop Presenters*

This year we will have symposia of two different durations: 45-minutes and 25-minutes. It is also possible to submit a symposium as either a solo author, or as a team of multiple authors. This year, because of our tight schedule and the processes associated with the ACT Steering Committee’s blind review process, some authors who were on multiple submissions were accepted into multiple symposia at the same time. We will leave it to the authors to decide which presentations they will attend at which times.

Each of the presentation rooms will have a projection screen, LCD projector and wireless Internet access, a remote slide advancer, and a laptop situated within the room with an “audio patch” allowing you to project audio from the laptop. THESE LAPTOPS ARE NEW THIS YEAR. Please arrive as quickly as possible before your session to make sure your presentation is loaded on the laptop. The presentation rooms will have microphones at the podium.

In order to facilitate smooth transitions between symposia and high quality audio video, I am requesting that first authors send me, Jordan Troisi (annual-conference@teachpsych.org), their symposia presentation file before the conference begins. **Please send me your presentation by Monday, October 15, at 5pm Eastern time.** (I will send you reminders to send me your presentation in the coming weeks as well.)

When you send me your symposium presentation file, please save it in the following format:

“1stauthorlastname\_Room\_Video” or “1stauthorlastname\_Room\_NoVideo”—depending on whether or not you plan on embedding or using web-based videos in your presentation. So, for example, if I was giving a presentation that included a video in Crescent 3, I would title the file “Troisi\_Crescent3\_Video”. If you have any questions about this, please let me know.

We encourage presenters to model exemplary teaching and engage the audience during their presentation as much as possible (through discussion, reflection, Q/A, group work, etc.). We also encourage you to prepare and distribute any relevant handouts to audience members.

*Posters*

Authors should prepare a poster than is no larger than 36 inches tall X 48 inches wide. The posters will be affixed to one of the free-standing poster display boards scattered throughout the room (we’ll provide the push pins). Many people expect poster presenters to have handouts so please bring at least 50 copies with you. Please note that technology will not be available during the poster session.

The poster session will take place from on Friday evening. The “social hour” begins 15 minutes before the poster session so that you can grab a drink, mingle with other participants, and/or view the other posters before your presentation. Please put your poster up before the social hour begins and stand next to your poster during the entire poster session.

Like with the symposia this year, you will be asked to provide the **best** descriptor of your poster type when you propose your submission (scholarship of teaching and learning, recommendations and best practices, or professional development). We’ve included this request because this will allow conference attendees to better determine which sessions are most fitting for them.