PRESENTATION GUIDANCE
PRESENTATION/SPEAKER GUIDELINES

WORKSHOP STRUCTURE

Interactive Presentations

Interactive presentations with significant audience interface and ample time for questions and answers are preferred. It is suggested that lectures take no more than 60% of the time allotted. Conference feedback consistently indicates that participants appreciate well-organized sessions with activities, demonstrations, and time for questions as well as readable presentation materials.

Consider incorporating different teaching strategies into your presentation such as group discussion, role playing, games, simulations and activities. Power point presentations are effective, but may not necessarily be interactive. Your session may also include a networking activity for participants.is suggested that lectures take no more than 60% of the time allotted. Conference feedback consistently indicates that participants appreciate well-organized sessions with activities, demonstrations, and time for questions as well as readable presentation materials.

There will be four concurrent workshops. The size of the workshops varies depending on attendees' interests.

Workshops are professional development opportunities and may not incorporate sales presentations. It is expected that workshop address the content submitted in the call for proposal.

Content

When developing your presentation, keep in mind:

1. Participants range from individuals who are brand new to those professionals with 20+ years' experience. We are seeking programming that would be beneficial to both audiences and want to make an effort to ensure that not all programming is "101" level. Therefore, if you can build a presentation for our more experienced attendees please let us know.
2. Presentations should address the multicultural makeup of our community and the impact this may have on implementing lessons learned from your workshop.
3. If applicable, address engagement strategies implemented.

Compensation

Workshop speakers who wish to be compensated must notify the conference chair Katherine Chavez via ACE email at ace2015@aps.edu

Handouts

You are responsible for your own handouts. If audio visual is necessary, please have your presentations on a flash drive. PowerPoint presentations or handouts will also be posted on the conference web site with the speaker's permission. If you choose to provide hard copies of the handouts, you are welcome to do so.

Additional information will be provided after acceptance letters are sent. If you are selected as a presenter, the deadline date for submitting information for this document will be March 31, 2015.