Information for Presenters and Moderators *(v8.3.2023)*

FOR THE PRESENTERS:

A/V: As noted on the conference website, all sessions are expected to be in smart classrooms with A/V equipment and WiFi. However, the Conference will not provide tech support, so any use of technologies will be the responsibility of the presenters. Furthermore, because using such equipment often causes delays and other problems, the Conference strongly encourages presenters not to rely on such equipment, and instead, to engage in more interactive presentation modes. If you are using any A/V, please set up in advance so that your session starts and ends on time.

DURATION: Based on your proposals, the conference schedule indicates whether your team is allocated 10-12 minutes or 20-22 minutes. Please watch the time to respect the other presenters and to leave time for audience questions.

AUDIENCE: The anticipated audience will include a diverse mix of educators, scholars, and advocates, in early childhood education, K-12, and higher education settings, from various disciplines and subject areas, and from across the United States and abroad, so please ensure that your presentations are accessible, inclusive, respectful, and engaging.

HANDOUTS: If you wish to share your slides or handouts on the conference website so that anyone can download, please email to Kevin.

FOR THE SESSION MODERATOR:

START your session by briefly introducing the session topic and presenters.

MONITOR the time for each speaker and stop presenters who exceed their allotted time.

TO MAKE THE SESSION MORE INTERACTIVE, please pause after each presentation, ask the presenter to pose a question, and ask the audience to turn to their neighbor and discuss for 1-2 minutes.

HOLD questions until after all presentations have concluded to ensure that you don't run out of time. After all presentations have concluded, moderate the Q&A with the audience.

THANK the presenters and END the session on time so that the audience can get to the next session on time.

Thank you!