

**Annual Conference for
Middle Level Education**

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November 5-8, 2017 • Philadelphia, PA

Symposium Signature Assignment Session Guidelines

What is a Symposium Signature Assignment Session? This session will be an opportunity for teacher educators to present signature assignments or activities used in their teacher preparation courses to meet the AMLE teacher preparation standards. Signature Assignments can focus on educator preparation at the graduate and/or undergraduate levels. The goal of this session format is to give participants an informal venue to meet experts in various topic areas. These sessions will run concurrently with other signature assignment sessions at the Symposium, within the same room. Each session is assigned to a roundtable that holds 8-10 participants (please keep this in mind if you have co-presenters as it will limit the number of participants for your session). There will be 6 roundtables set up in the room for this event. There will be (3) session rotations within 90-minutes. When Group 1 ends, Group 2 can get their presentation ready and participants can change tables, and then Group 3. You must be attentive to the time allocation for presenting to keep on task. . The AMLE Moderator will signal the participants and presenters when each session group begins and ends.

- **When You Arrive:** Check-in at the Presenter Registration desk to pick up your Presenter badge and session packet. Please bring your registration confirmation email with you.
- **Before Your Session:** Review your presenter packet to be sure you have the correct date, time, and room number of your session(s). This information is also found on the conference app. You may enter your session room 25-minutes before your start time to prepare your table for your participants. Electricity will not be provided to the roundtables. If you plan to bring a laptop or device to use during your presentation make sure that the battery is fully charged as outlets will not be accessible to tables. You are welcome to bring items to decorate your table to make it visually stimulating. Bring items that will help your participants remember details about your session or provoke a connection to their classroom, etc. Feel free to use visual aids such as graphs or charts that you can enlarge and adhere to a table tent to get your participants thinking or to reinforce some points that you want to emphasize. **Connect to Wi-Fi:** Please only use the Presenter Wi-Fi during your session to be courteous to other presenters. Wi-Fi information is found inside your presenter packet. **Other AV is not available.
- **Identify your Zone Captain:** This is an AMLE staff person who can assist you if necessary to help address issues with AV and participants. They will be dressed in AMLE official staff gear with a staff name badge and will have radio access. Your designated Zone Captain is listed on the label of your Presenter Packet. These captains should be checking in with you prior to the start of your session. This person will be your point of contact if there are any issues to be addressed.
- **Schedule:**
 - 1:10 pm – 1:35 pm..... Session Group #1 (25 minutes)
 - 1:35 pm – 1:40 pm..... Participants change tables while session group #2 sets up
 - 1:40 pm – 2:05 pm..... Session Group #2 (25 minutes)
 - 2:05 pm – 2:10 pm..... Participants change tables while session group #3 sets up
 - 2:10 pm – 2:35 pm..... Session Group #3 (25 minutes)
- **Remind Participants to Complete the Session Evaluations.** They may complete the evaluation electronically on the conference app. Presenters will receive all of their evaluations via email a few weeks after the conference.