

**Annual Conference for  
Middle Level Education**

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**November 5–8, 2017 • Philadelphia, PA**

## **Concurrent Session Guidelines**

**What is a Concurrent Session?** These are 60-minute sessions dealing with a variety of current topics appropriate to middle level education. Innovative instructional methods, trends, and special programs are featured. Each concurrent session is assigned to a session room. Podium, microphone, LCD projector, audio sound patch, Wi-Fi, and screen will be provided. Additional AV can be purchased for each session.

- **When You Arrive:** Check-in at the Presenter Registration desk to pick up your Presenter badge and session packet. Please be sure to check-in at least 45-minutes before the start of your session and bring your registration confirmation email with you. If you are presenting on Monday morning, I encourage you to check-in on Sunday during the registration hours.
- **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 (or once the session before you ends) to prepare for your participants.
- **Please Check the Room Set and Audio Visual (AV).** Rooms include a table at the door for handouts and evaluations, a head table, podium with a wired microphone, LCD projector, projector remote, screen, and audio sound patch. If you ordered additional audio/visual items, they are listed on the label on the front of your presenter packet, and they should be in the session room. If you are missing AV or need to order additional AV, please let your zone captain or facilitator know immediately. We cannot reset rooms with tables or bring in facility staff to rearrange rooms. If there is a problem with the room set, inform your zone captain or session facilitator.
- **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.
- **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 or your session facilitator prior to the start of your session. If your session does not have a facilitator, this person will be your point of contact if there are any issues to be addressed. If your session does have a facilitator, the facilitator will remain your point of contact.
- **Identify your Session Facilitator:** This is a volunteer that will be welcoming the participants and will be your first point of contact if you have an AV issue or need assistance. The facilitators do not have radios and are directed to contact the Zone Captain. The facilitator will also be taking a head count of the participants and posting the Session Full signs if your room fills to capacity. They can also assist pass out handouts if you have printed copies, and can remind participants of the Contact Hour Code and session evaluations at the end of your session. Facilitators are not part of your session and are not co-presenting with you. This is completely voluntarily, so please thank your facilitator. We try our best to have a facilitator for each session, but if you do not have one, your Zone Captain will remain your point of contact.
- **Handouts:** If you have provided electronic versions of your handouts, they will be available to all participants during and after the conference on the app. You may also print your own paper copies for participants that may not have electronic devices with them.
- **Announce the Contact Hour Code:** Many participants must receive appropriate credit for attending the sessions at the conference. For this reason we have developed a process to verify attendance in sessions. Many participants are new and are not familiar with the Contact Hour Code process so by announcing this at the end of your session, it will help the new participant understand the process.
  - **What if I cannot locate my Contact Hour Code?** If you are unable to locate your Contact Hour Code, the facilitators and area captains should have a record of your code. If you cannot locate your facilitator or area captain, please use your first and last initial, followed by the last three digits of your session program book number. For example, for this session: **Program Book #2395 Presenter: Joe Smith** The Contact Hour Code is "JS-395"
- **Remind Participants to Complete the Session Evaluations.** They may complete the evaluation electronically on the conference app, or there is a paper evaluation located in the back of their program book that and can be removed, completed, and returned to the back of any meeting room in the evaluation drop boxes. Presenters will receive all of their evaluations via email a few weeks after the conference.