

..... AMLE2017 .....

**Annual Conference for  
Middle Level Education**

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

## Symposium Research Paper Session Guidelines

**What is a Symposium Research Paper Session?** The Research Presentation is for empirical research or conceptual pieces focused on middle level education. The presenter(s) will have 20 minutes to present his/her research and 10 minutes of question and answer. Three (3) similar papers will be paired in the same room, so while session A is going through Q&A, session B will be getting their presentation ready, and so on. The AMLE Moderator will signal the presenters when each session group begins and ends. You must be attentive to the time allocation for presenting to keep on task.

- **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.
- **Please Check the Room Set and Audio Visual (AV).** Rooms include a table at the door for handouts, a head table, podium with a wired microphone, LCD projector, projector remote, screen, and audio sound patch. If you are missing AV please let your zone captain 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.
- **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 prior to the start of your session. This person will be your point of contact if there are any issues to be addressed.
- **Schedule:**

8:45 am – 9:05 am.....	Session A (20 minutes)
9:05 am – 9:15 am.....	Session A Q&A while Session B sets-up (10 minutes)
9:15 am – 9:35 am.....	Session B (20 minutes)
9:35 am – 9:45 am.....	Session B Q&A while Session C sets-up (10 minutes)
9:45 am – 10:05 am.....	Session C (20 minutes)
10:05 am – 10:15 am.....	Session C Q&A (10 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.