

**Annual Conference for
Middle Level Education**

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November 5–8, 2017 • Philadelphia, PA

Spark & Tell Session Guidelines

What is a Spark & Tell Session?

Spark & Tell sessions are meant to give the participants a quick, informative idea to spark interest for further exploration on their own. You will need to provide AMLE with your PowerPoint beforehand so it can be pre-loaded with the other Spark & Tell sessions. You will need to be prepared to start your presentation when your PowerPoint begins. The moderator will take 5-minutes to explain to the audience how this session format will run in the beginning of the session, and then they will start the PowerPoint. 5 Spark & Tell sessions will run back-to-back, and there will be 5-minutes at the end of the presentations for Q&A for all presenters. Please be courteous to the other Spark & Tell presenters and do not go over your allotted 10-minutes for your session. If you are the next presenter, please be up front and ready to start your presentation.

- **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 to prepare for your participants. Your session room includes 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. 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.
- **Your Presentation:** Your PowerPoint should already be pre-loaded with the other Spark & Tell sessions and will automatically play in the order they are scheduled. You will need to be prepared to start your presentation when your PowerPoint begins. The moderator will take 5-minutes to explain to the audience how this session format will run in the beginning of the session, and then they will start the PowerPoint. 5 Spark & Tell sessions will run back-to-back, and there will be 5-minutes at the end of the presentations for Q&A for all presenters. Please be courteous to the other Spark & Tell presenters and do not go over your allotted 10-minutes for your session. If you are the next presenter, please be up front and ready to start your presentation.
- **Identify your Moderator:** 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. The moderator will start the Spark & Tell session off by explaining to the participants what they can expect. They will signal the presenter when their 10-minutes are up and it is time to switch sessions. They will also start the Q&A at the end of the session, announce the contact hour code, and remind participants to complete a session evaluation.
- **Schedule:**

0:00 – 0:05.....	AMLE moderator explains sessions to the audience (5 minutes)
0:05 – 0:15.....	Session 1 (10 minutes) *30 seconds to switch presenters
0:15 – 0:25.....	Session 2 (10 minutes) *30 seconds to switch presenters
0:25 – 0:35.....	Session 3 (10 minutes) *30 seconds to switch presenters
0:35 – 0:45.....	Session 4 (10 minutes) *30 seconds to switch presenters
0:45 – 0:55.....	Session 5 (10 minutes) *30 seconds to switch presenters
0:55 – 1:00.....	Q&A for all presenters from the audience (5 minutes)
- **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:** At the end of the session time, the moderator will announce the contact hour code for the Spark & Tell session. One code is used for the full 60-minutes. 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.
- **Remind Participants to Complete the Session Evaluations.** The moderator will ask participants to complete the session evaluation electronically on the conference app, or there is a paper evaluation located in the back of their program book that 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.