

**Annual Conference for  
Middle Level Education**

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

## **Speed Learning Session Guidelines**

**What is a Speed Learning Session?** These collaborative and interactive sessions are quickly becoming one of the most popular ways to learn at the AMLE Annual Conference for Middle Level Education. The goal of this session format is to give participants an informal venue to meet experts in various topic areas. Each 60-minute session is divided into three 15-minute segments, allowing you to get more personal attention from the experts and more information in a short amount of time. This flexible format gives your participants three opportunities to exchange thoughts and questions with you in an intimate seating arrangement. These sessions will run concurrently with other speed learning sessions at the conference, within the same room. Each speed learning 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). It is estimated that there will be 40-50 roundtables set up in the room for this event. There will be (3) session rotations within 60-minutes, so you present the same 15-minute session three times in a row, each time to a different audience. Participants will have an additional (5) minutes to move to their next table selection between session times. The AMLE Moderator will signal the participants and presenters when each session begins and ends.

- **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 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.
- **Schedule:**
  - 0:00 – 0:05..... AMLE moderator gives instructions to the audience (5 minutes)
  - 0:05 – 0:20..... Session 1 (15 minutes)
  - 0:20 – 0:25..... Participants change tables (5 minutes)
  - 0:25 – 0:40..... Session 2 (15 minutes)
  - 0:40 – 0:45..... Participants change tables (5 minutes)
  - 0:45 – 1:00..... Session 3 (15 minutes)
- **Guided Presentation Example:**
  - Introduce yourself and have your participants give their name and job titles.
  - Give your participants your plan on how your session will proceed. This could include your time limit for questions and the expectation that they will proceed quickly from your table when the session is over.
  - Highlight quickly what problems/solutions this session would solve for your participants and their roles at their schools.
  - Distribute your handouts that would hold their interest after leaving your session. 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.
  - Include your contact information (if desired) so they can contact you after your session.
- **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.