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. Each concurrent session is assigned to a session room. Podium, microphone, LCD projector with HDMI (High Definition) port and *HDMI cable connector, audio sound patch, Wi-Fi, and screen will be provided. Additional AV can be purchased for each session. *Please bring your own HDMI adapter if your device does not have an HDMI port.

☐ When You Arrive: Check-in at the Registration desk to pick up your Presenter badge and session documents. Please be sure to check-in at least 45-minutes before the start of your session and bring your registration confirmation email with you.

☐ Before Your Session: Review the program guide to be sure you have the correct date, time, and room number of your session(s). You may enter your session room 25-minutes before your start time (or once the session before you ends) to prepare for your participants. Plan time to stop by the speaker ready room to test your connections and equipment before your session. Our AV technician’s contact information is posted in this room so if you find you need assistance, let us know so we can get you prepared to present before your session. Speaker ready room is open and available during open registration hours.

☐ Please Check the Room Set and Audio Visual (AV). Rooms include 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 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. It is limited.

☐ 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. 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 program guide website and app. You may also print your own paper copies for participants that may not have electronic devices with them.

☐ Session Evaluations: Remind your participants to complete the evaluation directly through the program guide website or app. Presenters will receive all of their evaluations via email a few weeks after the event.