**Presenter Information for the Annual Conference on Teaching (2017)**

*Symposium/Workshop Presenters*

For this year, we’re trying a few new things with the scheduling of the symposia, both based on conference attendees’ feedback from previous ACTs.

First, we’ve decided to offer two different durations for symposia: 45-minutes and 20-minutes. If you wish to submit a proposal for a symposium, you will be asked to indicate which duration you would prefer, or let us know that you would be willing to do your symposium in either timeframe, if you wish. You can indicate this preference when you propose your symposium. It is also possible to submit a symposium as either a solo author, or as a team of multiple authors.

Second, when you propose your submission, you will be asked to provide the **best** descriptor of your presentation type (scholarship of teaching and learning, recommendations and best practices, or professional development). We’ve included this request because this will allow conference attendees to better determine which sessions are most fitting for them.

Each of the presentation rooms will have a projection screen, LCD projector and wireless Internet access, but NOT a laptop situated within the room. PLEASE BRING YOUR OWN LAPTOP TO USE FOR YOUR PRESENTATION. HDMI and VGA adapters will be provided by the conference site, but if you often find that your computer does not work with such adapters, then please bring your own. Please arrive as quickly as possible before your session to set up your computer.

We encourage presenters to model exemplary teaching and engage the audience during their presentation as much as possible (through discussion, reflection, group work, etc.). We also encourage you to prepare and distribute any relevant handouts to audience members.

*Posters*

Authors should prepare a poster than is no larger than 36 inches tall X 48 inches wide. The posters will be affixed to one of the free-standing poster display boards scattered throughout the room (we’ll provide the push pins). Many people expect poster presenters to have handouts so please bring at least 50 copies with you. Please note that technology will not be available during the poster session.

The poster session will take place from on Friday evening. The “social hour” begins 15 minutes before the poster session so that you can grab a drink, mingle with other participants, and/or view the other posters before your presentation. Please put your poster up before the social hour begins and stand next to your poster during the entire poster session.

Like with the symposia this year, you will be asked to provide the **best** descriptor of your poster type when you propose your submission (scholarship of teaching and learning, recommendations and best practices, or professional development). We’ve included this request because this will allow conference attendees to better determine which sessions are most fitting for them.