

THE UA SYSTEM 2016 SCHOLARS INSTITUTE



EXPLOITING TECHNOLOGY FOR BEST PRACTICES IN TEACHING AND LEARNING

2016 Scholars Institute Speaker Guide

Q: When am I speaking?

A: Once all speakers are confirmed and the agenda established, all speakers will receive an email detailing the date and time of their selected session(s) in the Detailed Daily Agenda. Session times and dates will also be listed on the [SI 2016 website](#) under the agenda.

Q: What audiovisual equipment will be available in the room in which I am presenting?

A: Each room will have a computer that is internet enabled and include Windows 7 OS, Adobe Reader, and Office 2010 (excluding MS Project). Additionally, the room will be equipped with an LCD projector and projection screen. (Hands-on workshop style sessions will be scheduled in computer labs.) You may bring your own computer, but we cannot guarantee Internet connectivity. If you require any other equipment or have other needs for your presentation, *please let us know by no later than May 10, 2016 by sending an email to us with your detailed request at onlinelearning@uah.edu.*

Q: What format should my presentation be given in during the conference?

A: Many presenters prefer to present using Microsoft PowerPoint, Prezi, or a similar software programs. If you will be using an alternative program to present, please notify us in advance of any specialized software that may need to be loaded. Likewise, if your presentation will require audio/video, we also need to be notified in advance to ensure that the proper hardware and software are provided for your presentation. *Please let us know by no later than May 10, 2016 by sending an email to us with your detailed request at onlinelearning@uah.edu.*

Q. I'm presenting at a Round Table. What can I expect in this format of presentation?

A. Roundtables are scheduled in the regular 50 minute time slots but are focused more on discussion with and among attendees seated around a table. Roundtable presentations typically include 5-15 minutes of presentation, followed by 35-45 minutes of discussion and feedback. Roundtable presenters should bring a list of proposed topics, questions, and ideas to pose to others at the table in order to learn from and with those attending. Roundtables are an ideal format for having in-depth discussions on a particular topic, brainstorming ideas and solutions, and developing collaborations among peers. We encourage a notetaker to be assigned and all

attendees at each session to be “signed in” so that they may receive a copy of notes discussed during the session.

Q. I’m presenting at a Poster Session (Lightning Round). What can I expect in this format of presentation?

A. This year’s poster presentations are considered “mini presentations” or “lightning rounds”, in which presenters are prepared to describe their topics in a 3-5 minute overview as new groups approach. We encourage the use of a short presentation in PowerPoint or a similar format; this may be your “poster” as an electronic poster, or it may be a supplement to your paper-based poster. Both are not required—the format is up to you. The room design has tables and will have free-standing easels where you can place large printed posters. These will be in the assigned room for you. If you have handouts, you may bring those along with you and have those in your designated space for attendees (information about your presentation, business cards, a sheet for those interested to sign up, etc.).

Q. I’m presenting at a Workshop. What can I expect in this format of presentation?

A. Workshops are designed to provide participants with tangible “take-away” information, models, and/or products and should be a more in-depth look into technological tools than a basic presentation would be able to provide. Presenters may bring their own devices if desired, but no guarantee of compatibility may be confirmed. Please send any special requests regarding software to onlinelearning@uah.edu by no later than May 10, 2016.

Q: Will I need to provide a copy of my presentation prior to the conference?

A: Yes, we will be requesting a copy of your presentation in advance, sent to onlinelearning@uah.edu by no later than May 10, 2016. Look for an email coming from the SI2016 team in advance of this date. This is NOT a requirement, but for those received in advance, we will load and test out your presentations prior to your scheduled time/date.

Q: Once I'm on site at UAH, where and when do I report for my session?

A: Your meeting room assignment will be given to you in a final speaker confirmation email as well as posted into the Daily Schedule. Please plan to be at (if empty) or outside of (if occupied) your meeting room at least 20 minutes prior to your session to meet up with your co-presenter(s) and begin preparations for your presentation. Our AV technicians will assist with your presentation and set up if needed, and a moderator or session chair will introduce you as well as track time for you during the session.

Q: How and when will my session be evaluated?

A: Session evaluations will be made available on paper and/or online to attendees for completion after sessions after each presentation. Presenters will be provided with feedback regarding their sessions at some point after the conclusion of the conference.

Q: Will someone be there to alert me to time keeping or moderate Q&A, where applicable?

A: There will be a moderator for each session that will introduce the speaker(s). Additionally, the moderator will provide time cues and moderate Q&A, where applicable.

Q: Do I need to provide handouts, and if so, how many?

A: We ask that speakers planning to distribute handouts bring at least 35 copies for their session. Handouts are not required, but this is a nice option to provide to your attendees. We

will also have a designated spot for presenter's materials to be made available to attendees. Please leave extra copies in your presentation room, and these will be picked up at the end of each session by our SI staff.

Q: Will my session be recorded or live-streamed?

A: It is planned that 2 concurrent session for each time period will be recorded. If you session was selected for recording, you will be notified in advance of your scheduled presentation at SI2016 to request you complete a *Speaker Release Form*, which allows us to record your session. Recording will be managed on-site by our AV technicians, so there is nothing you need to do to set this up or manage it. It will all be handled for you!

Q: Who is my audience at the Scholars Institute?

A: The Scholars Institutes tends to attract a specific group of faculty and administrators from our 3 campuses (UA, UAB, and UAH)—those most interested in utilizing technology in their teaching and learning, and those most focused on student-centered teaching and learning processes. We recruit from this group for our presenters, conference organizers, and invited attendees. Therefore the population attending will likely be quite interested in learning about effective use of technologies, best practices in how these technologies have been used in your specific research/teaching/activities. Most participants attend with at least a moderate level of knowledge and understanding already in hand relating to educational technology and technological tools, so presentations should in most cases be designed at an intermediate level and above.

Some Tips on Presenting at the Scholars Institute, Adapted from TEDTalks:

These 10 tips are given to all TED Conference speakers as they prepare their TEDTalks, and many apply to the group of individuals who will be attending at the 2016 Scholars Institute. The original document can be viewed here: The TED Commandments

http://www.ted.com/pages/inviting_tedx_speakers

1. **Dream big.** Strive to create the best talk you have ever given. Reveal something never seen before. Do something the audience will remember forever. Share an idea that could change the world.
2. **Show us the real you.** Share your passions, your dreams ... and also your fears. Be vulnerable. Speak of failure as well as success.
3. **Make the complex plain.** Don't try to dazzle intellectually. Don't speak in abstractions. Explain! Give examples. Tell stories. Be specific.
4. **Connect with people's emotions.** Make us laugh! Make us cry!
5. **Don't flaunt your ego.** Don't boast. It's the surest way to switch everyone off.
6. **No selling from the stage!** Unless we have specifically asked you to, do not talk about your company or organization. And don't even think about pitching your products or services or asking for funding from stage.

7. **Feel free to comment on other speakers' talks**, to praise or to criticize. Controversy energizes! Enthusiastic endorsement is powerful!
8. **Don't read your talk.** Notes are fine. But if the choice is between reading or rambling, then read!
9. **End your talk on time.** Doing otherwise is to steal time from the people that follow you. We won't allow it.
10. **Rehearse your talk** in front of a trusted friend ... for timing, for clarity, for impact.