

Maryland Connections Summit 2018

GUIDELINES + INFORMATION FOR CONCURRENT SESSION PRESENTERS

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY.

This document provides important information that you need to know as a concurrent session presenter or co-presenter at the 2018 Maryland Connections Summit.

Guidelines for Concurrent Sessions

- Concurrent sessions are for the purpose of local education agencies, nonprofit organizations, and the state government to share information. Vendors or other for-profit company staff who are co-presenting a concurrent session with state, local, or non-profit presenters are only to provide support (e.g., to answer technical questions passed on to them from the presenter). ***Selling a product or company during a concurrent session is prohibited.***
- This conference is FERPA compliant. Do not use private personal data in any form (e.g., names, pictures/photos, or other identifying data). Slides containing fictitious school, staff, parent, and/or student names or pictures should clearly indicate the information is fictitious.
- Appropriately cite the source or provide a credit of any quotes, citations, images/photos included.
- Please adhere to the concurrent session schedule and respect the setup time of the presenter following you. If you have many participant questions following your presentation, please make use of other areas of the conference center to continue your conversation.

Room Setup for Concurrent Sessions

- Each concurrent session room will be equipped with a laptop, data projector, screen, high-speed Internet connection. Please bring your presentation on a USB drive and use the laptop provided. Do not tamper with, or disconnect, the computer or data projector connections.
- Laptops will be installed with Windows 7 Pro, Microsoft Office 2010 Professional Suite (Word, Excel, PowerPoint, and Access), Internet Explorer 10, Firefox, Chrome, Java, Adobe Acrobat Reader, and Adobe Flash.
- Towson University will provide a technology team to assist with your questions onsite. They will be available throughout the conference location while concurrent sessions are underway.

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- Each concurrent session room is set in theater style (chairs in rows facing forward). No changes can be made to this configuration.

Presentation Tips for Concurrent Session Presenters

- Introduce yourself and your co-presenters.
- Include your name and contact information in your presentation slides.
- Provide handouts at your session if appropriate. The average number of attendees per session is approximately 40.
- Minimize the use of text on electronic files that are projected to the screen unless you are providing a handout of your slides.
- Use a large, readable font size on your slides. Do not use a font color that is difficult to clearly read from the back of the room.
- Use the microphone provided if you are presenting in the large concurrent session rooms (Ballroom A, Ballroom B, or Ballroom C).