Memo to: All Presenters, Moderators, and Session Contacts for the NAAEE conference

This message contains important details for all presenters and moderators at the upcoming NAAEE conference.

CONFERENCE SCHEDULE
The entire conference schedule is available online on the conference website or via our mobile app. If you need to look up the day, time, room, or any other details related to scheduling, please check on the online schedule. You can find it by going to www.naaee.org and clicking on the link to the mobile or online app.

AV EQUIPMENT
● There is wireless access to the Internet in every meeting room.
● AV equipment including a computer, projector, screen, and speakers for audio is provided for the following session formats: Wednesday workshop; symposium, hands-on session, traditional presentation, bright spot.
● We strongly urge you to bring PowerPoint or other presentations on a portable USB drive that can be used with our equipment.
● AV equipment is not provided for poster sessions or roundtable discussions. You may use your own computer at low volume so as not to disturb others around you. Note that electrical power may not be available.
● We recommend that you arrive a few minutes before your session to load your presentation onto the available equipment. Our AV team can provide tech support as needed, and nearby volunteer room monitors can assist with contacting help.
● Each Wednesday workshop room will include one easel, a flip chart, and markers. On other days and session types, presenters may request flip charts on a first come, first served basis. Sign up at the Information Station.

ROOM LAYOUT
Meeting rooms are set as follows. Room sets cannot be changed.
● Symposium: Theater seating (rows of chairs); head table with four chairs and four table microphones; podium with microphone at front of room; one supply table. Additional microphones may be requested at the Information Station if needed; supplies are limited.
● Workshop or Hands-on Session: Round tables with 8 or 10 chairs; podium with microphone at front of room; one supply table
● Traditional Presentation or Bright Spot: Theater seating (rows of chairs); one supply table. Note that a number of traditional presentations are held in rooms set up for hands-on sessions. See additional notes about bright spots below.
● Roundtable Discussion: Six concurrent roundtable discussions are held in one large room; round tables with 10 chairs; additional chairs available in the room may be added in concentric circles; table numbers in the program correspond to numbered tables in the room. See additional notes below.
● Poster Presentation: Posters are on view in Exhibit Hall A on Wednesday, 5:00 PM to 6:30 PM, Thursday 9:00 AM to 5:00 PM, and Friday 9:00 AM to 2:30 PM.
Poster boards are 4' x 8'. The maximum size per poster is 4' x 4'; two posters are placed per side; there is no minimum size. Pins are provided. Poster numbers in the program correspond to numbered spaces on the boards. See notes below for installation and removal information.

SPECIAL NOTES BY SESSION FORMAT
Make note of the following points if you are presenting in these formats.

- **Poster Presentation Installation and Removal:** Posters can be installed on Wednesday between 4:00 PM and 5:00 PM or Thursday between 7:45 AM and 8:30 AM. There is a general poster session during the Exhibit Luncheon on Thursday from 1:15 to 2:15 PM. Posters can be removed during the Friday lunch break. Posters remaining on boards after 3:00 PM on Friday will be recycled unless you have made special arrangements in advance.

- **Roundtable Discussions:** Roundtables are designed to be discussions. You are expected to initiate your session with a short presentation of your material, then engage the participants in active discussion for most of your session time. Six roundtable sessions take place in the same large room, spaced well apart. Please do not give presentations or conduct activities that will interrupt ongoing discussions at nearby tables.

- **Bright Spots:** Bright spots are 10-minute sessions. Three bright spots are scheduled back-to-back in a 40-minute time block, presented in the order listed in the conference program. Please respect your colleagues and keep your presentation to its 10-minute limit. Note that there are some bright spots sessions with only two sessions due to cancellations. In this case, you may split the time and use 15 minutes for your session. To keep sessions running smoothly, please bring any PowerPoint presentations on portable USB drives and arrive early enough to load them onto the available computer before the 40-minute session begins.

SESSION AUDIENCE SIZE
With the exception of Wednesday workshops, conference participants do not pre-register for sessions, so it is impossible for us to know how many people will attend your presentation. Attendance varies widely—from 5 people to 95! We suggest that you prepare materials for 25-35 people and be prepared to take email addresses and send materials after the conference as necessary.

PROCEEDINGS
Presenters are invited and strongly encouraged to submit papers for NAAEE's online 2018 proceedings. You will be able to upload papers, short video summations, slide shows (such as PowerPoints), and posters, and your submissions can be tagged to relevant eePRO Groups to encourage further discussion. We'll send detailed instructions for contributing to the online proceedings shortly after the conference.

In closing, we are very excited about the conference and look forward to being together in Spokane with an amazing array of concurrent sessions, outstanding plenary sessions, and lots of collegiality, inspiration, and fun!

See you there --
Lori
NAAEE Conference Manager