



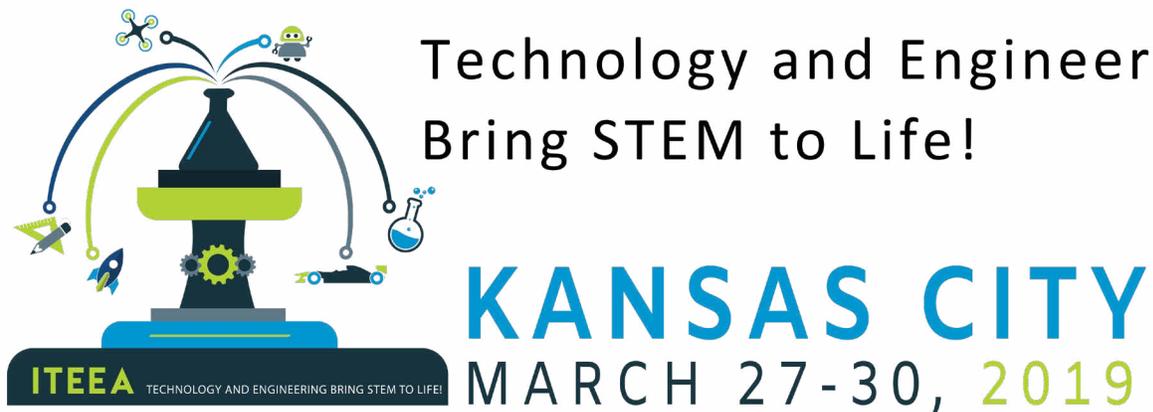
ITEEA Conference Presenter Guide



Selecting a Topic

What makes a good topic for presentation? Put yourself in the position of the session attendee—what would you find useful and informative? Every educator has successes and failures and both can be instructive. *Hint: choose a short and engaging title. Often this is how attendees choose sessions.*

If possible, tie your topic to the conference theme, which in 2019 is: Technology and Engineering Bring STEM to Life. The 2019 conference theme focuses on how technology and engineering bring STEM to life for all children PreK-12 and beyond. Students who study technology and engineering through an integrative STEM education approach learn about the technological world that inventors, engineers, and other innovators have created. This conference promotes sharing best practices how technology and engineering bring STEM to life.



Sessions must relate to one or more conference strands, which are:

Strand 1: Demonstrating best practice through classroom instruction PreK-12 and beyond.

Sessions in this strand should showcase how PreK-12 STEM education instructors develop curricula, lessons, activities, and other experiences that show how technology and engineering bring STEM to life.

Strand 2: Identifying and discussing research that supports best practice in technology and engineering education.

Sessions in this strand should discuss how research and scholarship can be used to identify and inform best practices in technology and engineering education and its role in bringing STEM to life.

Strand 3: Showcasing partnerships that support and strengthen technology and engineering education through Integrative STEM Education approaches

The broader STEM community includes those at the local, state, national, and international levels who are interested in promoting STEM in both formal (e.g., student competitions) and informal settings (e.g.,

afterschool STEM programs) and developing STEM education curricula, activities, and other experiences. Today there are many promoting STEM education, including nonprofit organizations, government organizations, and business and industry. Sessions in this strand should provide examples of how those involved in STEM Education connect and partner with the STEM community and how they help bring STEM to life using technology and engineering.

Strand 4: Preparing preservice and inservice technology and engineering teachers to deliver effective I-STEM Education

Those involved in technology and engineering teacher education programs often work with other STEM professionals and organizations to strengthen how STEM education is developed and delivered. Sessions in this strand should provide examples, strategies, research, and best practices that demonstrate successful collaborations with colleagues and other organizations (e.g., at the state level) in the promotion and advancement of STEM Education.

It may also be helpful to view previous session materials. Click here to [view 2018 Presentation files](#) from ITEEA's Atlanta Conference

Keep in mind that some topics may not be suitable for oral presentation and would perhaps work better as an article. If so, you are urged to review the submission guidelines for ITEEA publications including *Technology and Engineering Teacher*, *The Elementary STEM Journal*, and the *Journal of Technology Education* located on [ITEEA's Professional Journal webpage](#).



The Application Process

To apply to present a special interest session or a STEM Showcase, go to [ITEEA's 2019 Application to Present](#).

The deadline to apply for a Special Interest Session in Kansas City is June 30, 2018.

The deadline to apply for an ITEEA STEM Showcase in Kansas City is October 15, 2018.

How Are Special Interest Sessions Selected?

After the June 30 deadline, each application is exported and all identifying information is removed. ITEEA's Program Committee, comprised of more than a dozen committee members from every membership demographic, carefully review each "blind" application, and assign a score. Scores for each application are averaged, resulting in an overall session score. Based on available presentation space, as many applications as possible are accepted.

The Program may recommend that a presentation be accepted as a full special interest session, as part of a panel presentation, or be placed on a waitlist, pending additional space availability.

A Bit More “Behind the Scenes Magic”

After the Program Committee locks in its votes, accepted sessions are assigned to day/time and room. Consideration is given to other presenter commitments, as indicated on the Application to Present. There are dozens of accepted sessions, and a great deal of cross-checking is required, so this process does require some time.

All applicants will be notified of being accepted, rejected, and waitlisted by ITEEA Program Chair, Dr. Scott Warner in the early September timeframe. Please set your spam filter to accept emails from Scott.Warner@millersville.edu, as well as from the iteea.org domain. At times, the difference between an accepted and rejected application comes down to very small percentage. Those applicants not accepted are strongly encouraged to apply again for future conferences and also, if their subject matter is applicable, to apply for the STEM Showcase prior to the October 15, 2018 deadline.

I’m Accepted! Now What?

The email from Dr. Warner to accepted presenters will include the day/time and location of the special interest session. If you have any conflicts with the assigned slot, you should immediately notify Katie de la Paz at kdelapaz@iteea.org. Finally, the email from Dr. Warner will also have an attached presenter agreement. The agreement must be signed and returned by the date specified in the email to retain the slot.

Primary presenters are expected to share all information with any and all copresenters, including ensuring that each copresenter is compliant in terms of membership and conference registration by the December 1 deadline.

If your email changes at any time after you submit your application, please notify Katie de la Paz at kdelapaz@iteea.org. Otherwise you will miss critical presenter information.

After your initial communication from Dr. Warner, most subsequent information will be overseen by ITEEA Communications Director, Katie de la Paz. Any presentation-related questions can be addressed to kdelapaz@iteea.org.

The All-Important December 1 Deadline

Now, other than crafting your presentation, you will need to note the very important December 1, 2018 deadline for all accepted presenters.

Per the online applications for both Special Interest Sessions and the STEM Showcase:

- All presenters and copresenters must be ITEEA Members through the end of the conference (March

30, 2019). Failure to meet this requirement by December 1, 2018 will result in the cancellation of your session.

- All presenters and copresenters must be fully preregistered for the conference by December 1, 2018. Failure to meet this requirement will result in the cancellation of your session.

It is important to apply as soon as possible with your school or school system to attend the ITEEA conference. Do not wait until the December 1st deadline, as you risk losing an accepted slot.

Please also note that ITEEA members enjoy a registration discount—and that it is more expensive to register as a nonmember than it is to register AND be a member combined. Additionally, a hefty discount is extended to those who preregister before the cutoff in February of 2019. Otherwise, ITEEA does not provide honorariums or cover any other expenses for special interest session or STEM Showcase presenters.

What About the STEM Showcase?

How are STEM Showcase Applications Selected?

After the October 15, 2018 deadline, each Showcase application is exported and ITEEA Headquarters staff members review topics for applicability and relevance. Special consideration is given to pragmatic, hands-on demonstrations or other information that is easily conveyed in the STEM Showcase setting.



PowerPoint: Friend or Foe?

Preparing for a Special Interest Session Presentation

There is no right or wrong way to present your Special Interest Session, but there's no denying that the most typical vehicle is via PowerPoint. There are loads of websites offering tips on how to create an effective and visually appealing presentation, including [here](#), [here](#), and [here](#), but the consensus does seem to be:

- READING your presentation does not tend to engage attendees. Be yourself. Tell your story.
- Limit the text on each slide—just use bullet points as reference points.
- DO NOT use images without permission—or ensure that they are royalty-free. A few good sources of quality and royalty-free images are [Unsplash](#), [Stocksnap](#), and [Flickr](#). Resist the urge to think that no one will see your unvetted images as your presentation will reside on the ITEEA website after the conference and be identifiable by automated software.
- Handouts are helpful but should be relevant to the topic. (See more on handouts in the section on the Conference Mobile App.)

Preparing for a STEM Showcase Presentation

There are no rules! Okay, maybe there are a few. Your presentation will take place on a six-foot table, which will be surrounded by about 90 other six-foot-tables. Don't do anything that will bring the Fire Marshall or Convention Center staff running, and please be respectful to the other Showcase presenters and attendees. Otherwise, share the amazing things you are doing in your classrooms with other eager educators. Some Showcasers use posters, others use laptops, and still others bring manipulable objects. There is no right or wrong answer. Present what you are passionate about in the way that seems most natural to you. Be prepared to follow up with interested parties with business cards or direct them to the mobile app, from which they can download your presupplied handout files.

The Conference Mobile App is Your Friend!

ITEEA's Conference Mobile is more than just a tool for conference attendees, it also offers conference presenters a vehicle through which to market yourself as a presenter, along with your presentation topic(s).

Accepted Special Interest Session and STEM Showcase presenters will receive an invitation to update a presenter profile. What this means is that, as a presenter, very basic information about you will be viewable within the mobile app—typically your name, email, and possibly your affiliation. In addition to this basic information, you can add additional information, including a photo, links to your classroom website, photos of your classroom, and much more.

In addition to your opportunity to put your best foot forward as a presenter on the mobile app, you are strongly encouraged to provide your



final presentation files, including handouts, images, PowerPoint files (as PDFs), websites, and more to kdelapaz@iteea.org. These files can be attached to your presentation within the mobile app—so attendees who are choosing which sessions to attend, can make an even more informed decision about what will be covered in your session as well as your level of enthusiasm.

The Nuts and Bolts

A/V Specifics

While every effort will be made to provide projectors for each presenter, it is never a guarantee. We do hope to be able to provide projectors in Kansas City, but official confirmation will be communicated once it is confirmed.

All session rooms at the ITEEA Annual Conference will be equipped an LCD projector (VGA or HMDI connectors), and screen. Depending on the size of the room, there may be a small sound system. Participants will be required to supply their own laptops and any proprietary adapters if your device does not use VGA or HDMI Connections (for example, Mini Display Port to HDMI, or USB-C to HDM, Apple dongle/adapters). Limited internet will be available, but is not meant for streaming or large downloads. Please have an alternate plan in place for any portions of your presentation requiring internet access in the event you are not able to connect.



Room Set Up

With your session location in hand, click here to [view floor-plans for 2019 Meeting Rooms](#). Most rooms are set “class-room style” with tables in rows facing the presenter in the front of the room or round tables with 6-7 chairs facing the front. See examples at right.

Final Tips

- Create a script for your presentation.
- Practice your presentation at least once in front of friends or coworkers.
- Use the Mobile App! Update your presenter profile and submit your handout materials.
- Stay within your session time limit.
- Leave time for Q&A.
- Email your questions to Katie de la Paz at kdelapaz@iteea.org.