ITEEA 2021-2022 Conference
Presenter Guide
Unless otherwise notified, ITEEA is planning for an “in-person” conference in Orlando in 2022. There may be some opportunities for virtual presentations, but the bulk of sessions will take place face-to-face in real time.

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 2022 is: Standards for Technological and Engineering Literacy: The Role of Technology and Engineering in STEM Education—Keys to Success! The 2022 conference focuses on the roadmap that Standards for Technological and Engineering Literacy (STEL) provides for all educators. The conference theme highlights the importance of the three organizers within STEL—standards, practices, and contexts with connections and learning opportunities for all STEM learners!

Key Idea 1: Standards, Practices, and Contexts for PreK-12 and Teacher Preparation Programs
STEL provides the standards, practices, and contexts that define how all students can become technologically and engineering literate. Sessions in this Key Idea will provide examples of technology and engineering education as an integrative subject.

Key Idea 2: Creating Diverse, Equitable, and Inclusive Partnerships and Practices for Technology and Engineering Education
A strong focus on the essential knowledge within STEL is the focus of Key Idea 2. Educators provide inclusive, diverse learning opportunities across all grade levels. Sessions will provide learning opportunities for all ages and focus on inclusive, diverse lessons and learning.

Key Idea 3: Unpack, Implement, and Share STEL—Best Practices for All
STEL is a powerful, comprehensive tool for all educators. Key ideas in the area showcase lesson plans, activities, or research and findings that helps one use STEL to its fullest!

Key Idea 4: Connecting Technology and Engineering Education with Other Disciplines and the Workforce
STEL promotes an interdisciplinary approach—to break down the silos between disciplines as well as to better collaborate with our workforce partners. This Key Idea is intended to promote ways to integrate and connect for student success and how to make those powerful, needed connections with workforce partners now and in the future.
It may also be helpful to view previous session materials. Attendees of the 2021 Conference can click here to view all of the Virtual Conference Programming.

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 2022 Application to Present

The deadline to apply for a Special Interest Session in Orlando is June 30, 2021.
The deadline to apply for an ITEEA STEM Showcase in Orlando is October 1, 2021.

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.

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. Ray Wu-Rorrer in the early September timeframe. Please set your spam filter to accept emails from wurorrerr@fccps.org 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 1, 2021 deadline.

The email from Dr. Wu-Rorrer 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. Wu-Rorrer 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 your 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. Wu-Rorrer, 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.

I’m Accepted! Now What?

Now, other than crafting your presentation, you will need to note the very important December 1, 2021 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, 2022). Failure to meet this requirement by December 1, 2020 will result in the cancellation of your session.
- All presenters and copresenters must be fully preregistered for the conference by December 1, 2021. 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 2022. 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 1, 2021 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.
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 app 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 possible 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.
**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 Denver, 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 HDMI 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 HDMI, 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 [FLOORPLANS TO COME]. Most rooms are set “classroom 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 below.

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**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.