**Presenter Information for the Annual Conference on Teaching (2018)**

*Symposium/Workshop Presenters*

This year we will have symposia of two different durations: 45-minutes and 25-minutes. If you wish to submit a proposal for a symposium, you will be asked to indicate which duration you would prefer, or let us know that you would be willing to do your symposium in either timeframe, if you wish. You can indicate this preference when you propose your symposium through the Qualtrics web portal (open February 5-April 20, 2018: [Click here to submit a proposal!](https://sewanee.qualtrics.com/jfe/form/SV_0jsBgqk06MEiMuN)). It is also possible to submit a symposium as either a solo author, or as a team of multiple authors.

Second, when you propose your submission, you will be asked to provide the **best** descriptor of your presentation type (scholarship of teaching and learning, recommendations and best practices, or professional development). We’ve included this request because this will allow conference attendees to better determine which sessions are most fitting for them.

Each of the presentation rooms will have a projection screen, LCD projector and wireless Internet access, and a laptop situated within the room with an “audio patch” allowing you to project audio from the laptop. THESE LAPTOPS ARE NEW THIS YEAR. Please arrive as quickly as possible before your session to make sure your presentation is loaded on the laptop. The presentation rooms will have microphones at the podium.

We encourage presenters to model exemplary teaching and engage the audience during their presentation as much as possible (through discussion, reflection, Q/A, group work, etc.). We also encourage you to prepare and distribute any relevant handouts to audience members.

*Posters*

Authors should prepare a poster than is no larger than 36 inches tall X 48 inches wide. The posters will be affixed to one of the free-standing poster display boards scattered throughout the room (we’ll provide the push pins). Many people expect poster presenters to have handouts so please bring at least 50 copies with you. Please note that technology will not be available during the poster session.

The poster session will take place from on Friday evening. The “social hour” begins 15 minutes before the poster session so that you can grab a drink, mingle with other participants, and/or view the other posters before your presentation. Please put your poster up before the social hour begins and stand next to your poster during the entire poster session.

Like with the symposia this year, you will be asked to provide the **best** descriptor of your poster type when you propose your submission (scholarship of teaching and learning, recommendations and best practices, or professional development). We’ve included this request because this will allow conference attendees to better determine which sessions are most fitting for them.