



## **New England Faculty Development Consortium Notes for Interactive Session and Teaching Tip Presenters**

### **Format for Interactive Sessions and Workshops:**

The total time allotted for your session is 55 minutes for Interactive sessions and 75 minutes for Workshops. Please begin with a short introduction of your topic, allow for interactive work with your participants, and end with questions. A member of the NEFDC board will be present to help with technology set up, to introduce your session, and to hand out and collect session evaluations.

Each session room is setup as a classroom and will be equipped with an instructor station, a computer and a projector, whiteboard and chairs for participants or, if you requested a computer lab, it will be equipped with multiple computers. If you have specifically requested a flip chart, one will be provided, but they are not available generally. Similarly, not all rooms have external speakers unless requested well in advance of the conference. A VGA connection is available if you prefer to use your own own laptop, pointer and dongle (mac users).

Please make 30 copies of your handouts. If you wish to send participants additional resources, please be prepared to collect their e-mail addresses.

### **Format for Teaching Tips:**

The room set up and guidelines are as above, with the following changes: The total time allotted for your session is 25 minutes. There will be two teaching tips presentations scheduled back-to-back in one room, with five minutes allotted between presentations. Please be considerate of the other presenters and end your session on time.

**Please see conference program for your presentation time and location.**