



New England Faculty Develop Consortium Presenter Guidelines for Interactive and Teaching Tip Sessions:

For Interactive Sessions, the total time allotted is either 75 minutes or 55 minutes. Please begin with a short introduction of 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 setup, introduce your session, and to hand out and collect session evaluations. Each session room is set up as a classroom and will be equipped with an instructor station, a computer and 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 typically available. Similarly, not all rooms have external speakers unless requested well in advance of the conference. An HDMI or VGA connection will be available, and if you prefer, bring your own laptop, pointer, or dongle (for Mac users). Please make 30 copies of your handouts. If you wish to send participants additional resources please be prepared to collect their email addresses.

For Teaching Tip Sessions, the room setup and guidelines are the same as listed above with the following changes: The total time allotted for your Teaching Tip Session is 30 minutes. There will be two teaching tips presentations scheduled back to back in one room with 5 minutes allotted in between presentations for a total of 75 minutes. Please be considerate of the other presenters and end your session on time at 30 minutes.