New England Faculty Develop Consortium Presenter Guidelines

Interactive Sessions
- For Interactive Sessions, the total time allotted is 50 minutes.
- Please begin with a short introduction of topic, allow for interactive work with your participants, and end with questions.
- Please make 30 copies of your handouts.
- If you wish to send participants additional resources, please be prepared to collect participant email addresses.
- Room set up and guidelines are below.

Teaching Tip Sessions
- The total time allotted for your Teaching Tip Session is 25 minutes.
- The room setup and guidelines are the same as listed below with the following differences:
- 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 55 minutes. Please be considerate of the other presenters and end your session on time at 25 minutes.

Room Set up and Guidelines
- 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.
- If you have specifically requested a flip chart, we will try to provide one but they are not typically available.
- 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).

NEW THIS YEAR! Open Mic Session at Lunch
During lunch this year, we invite members to propose a 3 – 5 minute stand up Teaching Tip
If you are interested in participating in this new type of submission, submit a 600-character maximum "abstract".

Poster Presenters
Presenters need to prepare posters and bring their own stiff backing for posters on printed paper
Posters and stiff backing can be left behind the registration table upon arrival.
Posters should be set up at least 30 minutes prior to the poster session.

Room Set up and Guidelines
- Each presenter will be provided an easel on which to display their poster, and a small table for handouts, laptop etc.
- There will be power available close to each station.
- The posters will be set up around the perimeter of the room.

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