



## The Scholarship of Teaching & Learning: Making 'IT' Matter

INSTRUCTIONAL TECHNOLOGY CONFERENCE • 2008

### Guidelines for Presenters: Concurrent Sessions

Here are some guidelines for your presentation at the UMass Instructional Technology Conference at the Holiday Inn, Boxborough, MA on April 11, 2008. Please see the Conference Session Schedule for your session's time and location. (*The schedule soon will be available for download at <http://www.massachusetts.edu/teachingandlearning/08itcindex.html>*)

**Timing:** Each session is scheduled to run for **50 minutes**, including time for questions. If you'd like to allow a few minutes for questions, please plan to speak for at least five minutes less than your allotted time. If you are **sharing a session**, please note that the time limit for your presentation will be **25 minutes**. Please be mindful of this, particularly if you are the one who is presenting first. In order to help the day go smoothly, time limits will be strictly observed.

**Coordinators:** We plan to have a coordinator in each presentation room, to help you however he/she can. This might include distributing handouts or calling for technical assistance if needed. The coordinator also will act as timekeeper, giving you a discreet warning signal 10 minutes before your allotted time is up. (Catching your eye and nodding toward a watch for example.) If you would like an additional time reminder at any point during your presentation, please let the coordinator know this before you begin.

**Presentation Rooms / Materials / What You Should Bring:** Presentation rooms will be equipped with wireless connectivity; Ethernet also is available. Each room will have a projector, to which you can connect your computer. We ask that you supply your own computer and any required software for your presentation.

Please watch all your equipment carefully. The organizers and the University cannot assume any responsibility for equipment that you bring for your presentation.

If you have additional needs or questions, please email Carol Ryan ([cryan@umassp.edu](mailto:cryan@umassp.edu)).

We look forward to your presentation session, and we thank you for helping to make the conference an informative and enjoyable experience for your colleagues!