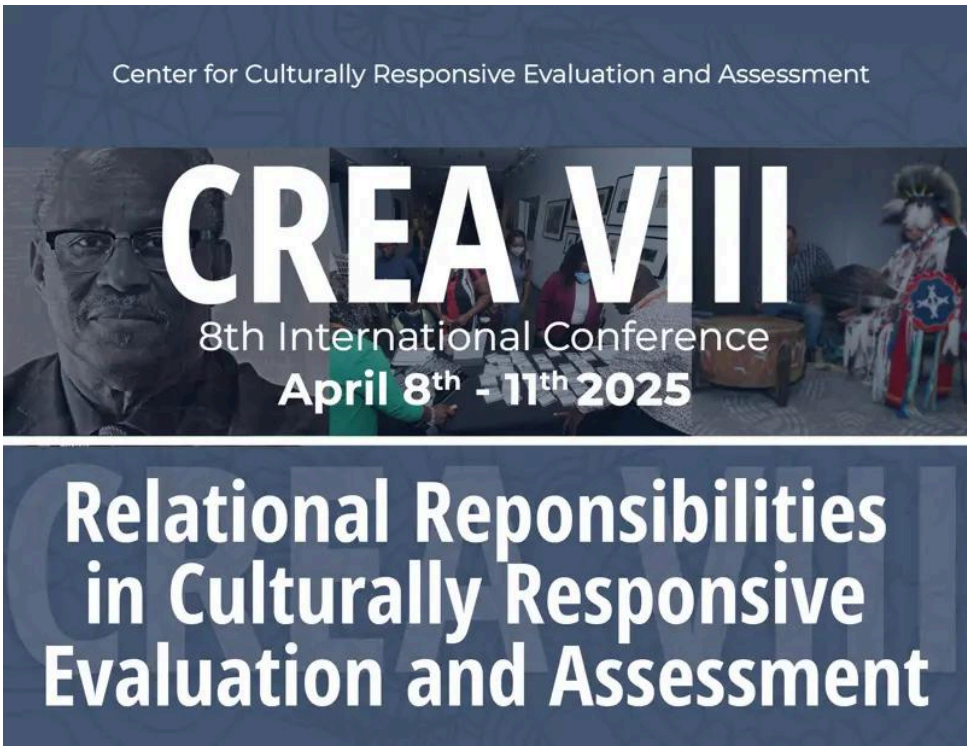

CREA 8 - Instruction Manual and Conference Session Details for Presenters/Chairs/Discussants/Facilitators

1) <u>**General Session Presenter Instructions**</u>

a) Each presenter should **bring their own laptop and materials (adapters, dongles, speakers, power cords, etc.)** and **be prepared to access their presentation online, on their personal device, or via a flash drive.**

b) There **will not be microphones or speakers available for sound projection from laptops**.

c) Presenters should **arrive at least 10 minutes before the presentation** to allow for an in-person introduction and AV management.

d) For **immediate AV issues**, please visit Danny K in the PSAV office, located near the Atlantic entrance.

e) **Consider printing handouts;** plan to have approximately 20-25 copies printed.

f) The chair/discussant/facilitators should **remind and encourage participants to complete the session evaluation form (see page 5)** at the beginning and the end of the session.

g) **If Presentations end sooner than others**, we encourage participants to visit our collaboration spaces (*Atlantic E, Mediterranean Boardroom, Red Sea/Black Se*a) **for follow-up discussion and networking** at their truest interest and convenience.

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2) **Instructions for Paper/Symposium Presentations(Chair/Discussant)**

a) **Each room** will be **equipped with a projector screen** and will have **WiFi access**.

b) The chair should make a **brief introduction of themselves and of the presentations, not to exceed 2-3 minutes.**
   - The introduction should include the **instructions to complete the session evaluation**.

c) **Each paper/symposium presenter has 15 minutes to present.**

d) The discussant should be prepared to **give a brief commentary ~ 5 minutes of the overall theme/connections between the presented papers before opening to questions**.

e) The chair/discussant should also **be prepared with some questions** to help with the **15-20 minutes** discussion after all of the paper/symposium presentations.

f) The chair/discussant should also **be prepared to keep time for the sessions,** giving the following warnings to presenters: **10 minutes, 5 minutes**, and **2 minutes**

g) Room **chairs can be rearranged as needed** to optimize the presentation; t**he room should be returned to its original configuration at the close of the session**

h) The session chair will **ensure that the session closes on time.**

i) The session chair will **remind all presenters to complete the session evaluation form (see page 5).**

j) **For questions or updates regarding the coordination and order of presentations** during the session, **presenters should contact the listed chair/discussant.**

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3) **<u>Instructions for Roundtable Presentations (Facilitators)</u>**
   a) Roundtable facilitators will be **responsible for a brief 2-3 minute introduction to the session**, noting the following:
      - **Each Presenter group has been assigned their (own) table** and **will host (2) two 45-minute roundtable presentation sessions (15-20 minute presentations with 25-30-minute discussions**).
        (1) Please review the digital CREA Conference Program for table assignments

      - **<u>For each 45-minute session (2)</u>**, the facilitator should **be prepared to keep time for the sessions,** giving the following warnings to presenters: **20 minutes left**, **5 minutes**, and **5 minutes** for transition

        (1) **Note.** If a Roundtable Presenter group has **two presentations in one Roundtable session (i.e both are in Roundtable Session I)**:
            (a) First, they will give *Presentation A* in the first 45-minute session,
            (b) Then will switch to give *Presentation B* in the second 45-minute session.
            (c) For any questions or concerns, please contact **Anthony B. Sullers Jr (sullers1@illinois.edu)**

      - Attendees can feel free to move about the room as they wish during the session, meaning they can leave one session and join another.

   b) The facilitator's introduction should include **instructions to complete the session evaluation**.

   c) **Each table will be numbered,** and **presenters will be assigned to a numbered table**.

   d) Each roundtable presenter will give an **overview of their presentation and bring questions to help them get feedback** from session attendees.

e) Remind session presenters **there will be no AV setup**, though they may use their personal computers as they would like during their sessions.

f) The facilitator will be **responsible for keeping time during the session, allowing for transition between presenters at the table, and ensuring the session closes on time**.

g) The facilitator will **remind all attendees to complete the session evaluation form (see page 5)**.

CREA 8 Session Evaluation Survey

Would you like to provide any feedback for a Pre-Conference Workshop, Keynote, Symposium, Roundtable, or Paper Session?

Please scan this QR code to complete the conference evaluation survey

Thank you for supporting the CREA 8 Conference!

Center for Culturally Responsive Evaluation and Assessment

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