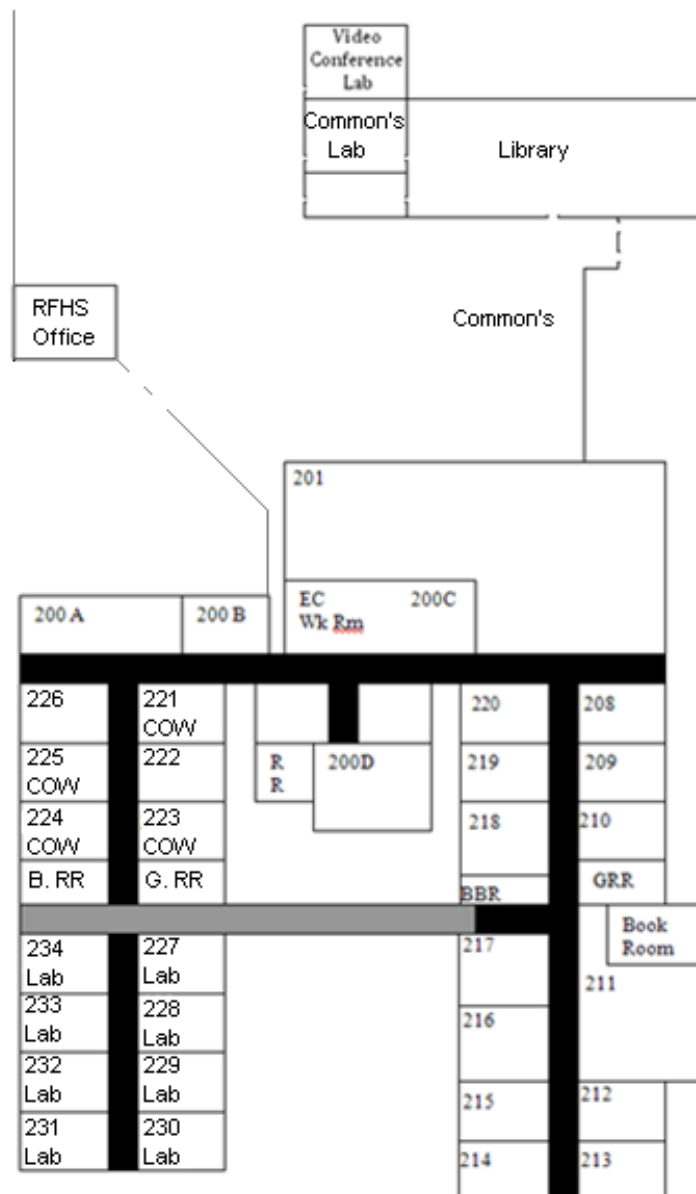


# Presenter Packet

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**RFHS East Campus**

August 14, 2009

Thank you for your commitment to present or assist a presenter at the ACISD Media Fair on August 17. This event will be held at the Rockport-Fulton High School from 7:45 a.m. – 4:00 p.m. A "Schedule at a Glance" and map of the session areas are enclosed for your information.

Please see your presentation sticker on the front of your packet for your scheduled session time and location. You will need to wear the Pirate Tech presenter shirt and khaki slacks, if you have them.

Please arrive early to your room to set up your presentation. You may expect from 10 – 30 participants for each session. You have 30 session stickers to be distributed at the end of your presentation for each participant's attendance cards. Once a session is full, participants will need to choose another breakout session. With ten minutes between presentations, your punctuality should leave the subsequent speaker enough time to set up. If you use handouts, please have enough. *Because each participant receives training credit for your workshop, we ask that you fully utilize the allotted time for your workshop and not dismiss the participants early.* If you finish early, give them time to work on the computers. Towards the end of each session, Appreciation Donations will be announced. This is a good time to hand out your stickers.

We also ask for your assistance in making sure that the participants clean up after themselves when leaving your session. Please attempt to leave the classroom in better condition than you entered it, if possible.

Your contribution to the ACISD Media Fair is greatly appreciated! Without your help it would not be possible to have a successful Media Fair, so thank you in advance for all your hard work.

If you have any questions or problems please call, Technology 463-8777.

Sincerely,

LMaT (Library Media and Technology) Committee

## **The Role of the Presenter**

You should:

- \_ ESTABLISH OBJECTIVES: Set goals for your session and strive to fulfill them.  
Be sure to think about your audience and tailor the session to their needs.
- \_ CITE SPECIFIC EXAMPLES: Share your own experiences to explore an idea or point, but also allow participants to show what they know, making it an interactive session.
- \_ DEMONSTRATE PRACTICAL IDEAS: These sessions will be the most useful when concrete applications of the ideas are shown. Though your audience may be familiar with the topic, please remember that many new teachers will be attending the session, and that old ideas can always be given a new twist.
- \_ INTERACTIVE EXERCISES: Audience participation is highly encouraged in these sessions. Whether it be using polls, quizzes, games, simple speaker-audience interaction, or allowing time to practice the applications.
- \_ FEEDBACK: Encourage feedback on the topic from your audience. A participatory approach will generate a wide range of ideas and viewpoints. They will not be doing a formal evaluation of each individual session, but an overall evaluation at the end.

## **Suggestions and Tips**

- \_ Try to stay on topic.
- \_ Think about time; keep in mind which activities could be adjusted if needed, and try to leave a few minutes at the end of your presentation for questions.
- \_ Try to use activities that the majority of people can relate to easily.
- \_ Remember that this is not a “Fuss Session”. Discussions included as part of your presentation should have real purpose.
- \_ At the end of your session please give a final statement or closing summary.

## **Dates and Deadlines**

- \_ Friday, August 14, Presenter meeting, RFHS Library at 3 p.m.
- \_ Monday, August 17, Media Fair
- \_ Tuesday, August 18: e-mail presenter outlines, handouts, PowerPoint’s and/or notes [klawing@acisd.org](mailto:klawing@acisd.org) to be posted on our ACISD website.

## **Materials to Bring**

- A) Presentation Outline
- B) 30 handouts for each session or notify the participants that your session handouts and/or notes will be posted on the ACISD website this week.
- C) Presenter packet with session stickers.

Please let us know if we can be of any further assistance and best wishes for a successful year.

LMaT Committee