2024 AIEA CONFERENCE:
IMPORTANT INFORMATION FOR SESSION CHAIRS/PRESENTERS

Session Logistics

• **A/V:** Please remember to bring your own laptops for your presentations. (LCD projectors will be provided). Mac users should provide their own HDMI connector cables. Please note that there will *not* be internet connection in conference session breakout rooms. Rooms may or may not include one microphone to be shared among presenters depending on the size of the breakout room.

• **Discussion:** Please allow ample time for discussion in your session – your participants will be expecting this!

• **Media**: Media personnel may be present in sessions and roundtables. Please be sure to notify your participants at the beginning of the session, and if you need the session to be "off the record," alert participants to this at the beginning of the session.

==NOTE: If your session is closed it is the chair's responsibility to make sure signage is placed on the door or on the front podium during your session.==

- **Evaluation Forms: (IMPORTANT NOTE):** All session evaluations must be submitted electronically. Please allow 5 minutes at the end of your session for participants to complete the electronic evaluation forms in the Conference Mobile App.
  *Instructions to share: Please go to the **Agenda**, find the session name and select **Surveys**, complete the survey and click submit (top right corner).
  NOTE: The results of these forms *will not* automatically be sent to you but you are welcome to request those after the conference by emailing secretariat@aieaworld.org.

• **Session Materials Deadline:** AIEA requests that Chairs post session handouts /PowerPoint presentations to their own websites and then send AIEA the URLs for posting on the AIEA website by no later than one week after the conference. For those who prefer AIEA to post the sessions for them, we would need the materials sent to us in .pdf format by January 31 or sooner.

Presenters are encouraged to send links to session handouts or PowerPoint presentations two weeks prior to the conference to be added to the Conference Mobile App.

• **PowerPoint Slide Template:** Please make sure to use the AIEA slide template for any PowerPoint presentations – please see the AIEA website for more a template presentation.

Slide header font: Futura (Bold)
Slide text font: Futura (any weight; please do not use text smaller than 22-point font!)

• **Conference Hotel and Registration:** Please be sure to register for the conference by the December 15 deadline to benefit from discounted rates. Additionally, we recommend all presenters make hotel reservations early to avoid a sold-out room block. Please only make these reservations through the instructions on the AIEA website; AIEA does not partner with any housing agencies.

*Important Note: All session presenters must register for the conference by January 6, 2024 to avoid the cancellation of their session.

AIEA Session Best Practices

All AIEA sessions should include:
- An agenda so participants know what to expect
- Learning outcomes, objectives, or key take-aways for participants
- Ample time for discussion

Successful sessions often are well-received because of audience engagement. Please keep the following suggestions for engagement in mind as you design the presentation:
- Reflective or integrative questions for attendees that helps them conceptualize how the information might be relevant to them at their position
- Alternating presenters throughout the presentation rather than having one person present the entirety of their content at once, if this is possible.
- Case studies and examples *can* work well, but should be balanced with content relevant to broader audiences, and especially to Senior International Officers. This should not be a "show and tell" but focused more on best practices or lessons learned from any case studies used.

When creating your PowerPoint Presentation, please note that:
- Slides should not be text-heavy; we encourage presenters to create handouts that can be distributed to participants or posted online so slides can focus on key words or phrases, images, charts, or other supplemental information that enhances rather than rehashes presenters' content.
- A well-chosen chart or diagram can often convey much more to your audience than bulleted text.
- Images keep participants' interest and are useful in presentations. It may be best to use images from your institution whenever possible, as this contributes to marketing and branding for your university or organization, and it is often royalty-free. For suggestions on finding images for your presentation, please see the list of sources below, paying particular attention to when a citation is necessary!

- Slides should have plenty of "white space" or "negative space."
- If possible, include websites, articles, papers, and other resources for further study on a slide or handout.
- Please make sure to use the AIEA slide template for any PowerPoint presentations. The slide font family is Futura.

Free stock image resources

AIEA encourages photos from presenters' institutions if applicable. Other resources include: http://pixabay.com/ You can freely use any image from this website in digital and printed format, for personal and commercial use, and most images do not require attribution to the original author. Note: the sponsored images that appear at the top of searches may require a fee for use.

http://commons.wikimedia.org/wiki/Main_Page WikiMedia Commons is a large library of images, audio, and video files that can be freely used. Some images may have a creative commons license requiring attribution. Make sure you check the license information below each image.

https://picjumbo.com High-resolution photographs searchable by category—free use and attribution not required.

http://www.freeimages.com Comprehensive database of free images; many do not require attribution. Searchable.