



2018 ANNUAL CONFERENCE

Presenter Information

Primary Presenter and Co-Presenter(s): Each presentation must have one person identified as the Primary Presenter. Please review the Primary Presenter Responsibilities before submitting your proposal. (Please note that Co-Presenter(s) will not receive proposal notifications). The maximum number of presenters for a session is three (3).

Primary Presenter Responsibilities: It is the responsibility of the primary presenter to ensure that all co-presenters receive any pertinent information regarding the proposal (all notifications will be sent to the email address of the primary presenter only).

Additionally, it is the responsibility of the primary presenter to:

- Ensure that all presenter information, session title, and abstract are correct for the Conference Program by **July 1, 2018**.
- Ensure that all presenters on their proposal are registered for the conference. If all proposal presenters (including co-presenters) are not registered by **August 1, 2018**, the presentation will be cancelled.
- Notify conference organizers of changes to co-presenters.
- Provide copies of handouts (if needed) at the presenter's expense.
- Provide the PowerPoint presentation to the organizers by **September 1, 2018**.

Conference Registration: All conference presenters (primary and up to two co-presenters) will be offered a discounted presenter rate and must be registered for the conference by **August 1, 2018**. If any proposal presenters (including co-presenters) are not registered by **August 1, 2018**, the presentation will be cancelled.

Lodging and Travel: All accepted presenters are responsible for their own lodging and travel. WIDA will neither arrange nor provide funding for presenter lodging and travel.

Audio Visual Equipment: *Presenters are responsible for bringing their own computers.* All presentation rooms will be equipped with an LCD projector, AV cart, screen, speakers, one wireless handheld microphone, flip chart, markers and electrical cables at no cost. Presenters will be responsible for the costs and arrangements for any additional equipment needed for their session(s).

Frequently Asked Questions

Q. How long are session presentations?

A. Each concurrent session is 75-minutes long and each workshop is 2 ½ hours long. You can divide your presentation however you like, but please be aware that if you want to have a Q&A period, that is also within your allotted presentation period.

Q. Can I submit multiple proposals?

A. YES! You can submit multiple proposals, however, please be aware that the committee will be selecting sessions for the conference based not only on quality, but on a mix of the subject areas in each strand.

Q. My proposal is focused on bilingualism and/or biculturalism. Which strand should I choose?

A. All of our strands are meant to be inclusive of bilingual/bicultural programming, as well as programming with an English-only focus.

Q. How are the proposals reviewed?

A. We share the proposal review rubric with our reviewers to help with a consistent scoring for proposals submitted.

Q. If my proposal is accepted, how many people can I expect in my session?

A. Depending on interest and demand, sessions could hold anywhere from 50 people to 300 people. We anticipate the average attendance to be around 125 people.

Q. What is the room setup for the sessions?

A. All 75-minute sessions will be set up in theater-style, with no tables, and workshops will be set up with round tables. Due to space constraints, we will not be able to accommodate any requests for another type of room setup.