

Information for 2016 IDEAS Conference Presenters

Thank you for presenting at the 2016 IDEAS conference. The conference will begin on Tuesday, June 7, 2016, and will end on Friday, June 10, 2016. Complete Conference Details can be found on the [IDEAS 2016 Webpage](#).

Important Information for IDEAS Presenters:

IDEAS Conference Registration

All presenters are required to register in advance of the conference. Register now by clicking on the **IDEAS 2016 Registration Link** on the [IDEAS 2016 Webpage](#).

- **Presenter:** Please register even if you are only presenting and are not planning on attending any of the conference. This helps plan accordingly and ensure that everyone has nametags and adequate materials.
 - Registration for the conference is free for all attendees, however everyone **must** register to attend.
 - **Due to limited seats, onsite/walk-up registration for the conference will not be permitted.** Please ensure you have pre-registered before arriving at the conference.
- Please note: Submitting a proposal to present and registering to attend the conference are two separate actions. If your proposal to present is accepted; you **must** still **register** to attend the conference.
- **Presenter/Exhibitor:** **Exhibitors who are reserving a space in the exhibit hall and who are also presenting should only register for the conference using the [Georgia Tools for Life Eventbrite - IDEAS 2016 Exhibitor Registration](#).** This link will register you for **both** the exhibit hall and the conference. Exhibiting fees can be found through this link.

Lodging Reservations

Presenters are responsible for making their own lodging reservations. St. Simons Island is a popular summer vacation spot, so it may difficult to find a room if you wait until the last minute.

- Information on staying at Epworth, including rates and the reservation form, can be found on the [IDEAS webpage](#).

Meeting Room Set-up & Equipment

****Presenters must bring their own computers; there will be no conference-provided laptop in the meeting rooms****

- If you are an iPad user, a Macintosh user or do not have a standard VGA port on your computer, please bring any adapters you may need to connect to the LCD projector.
- If you need speakers, please bring your own.
- If you requested special equipment, you will receive confirmation of that request via email.

- The IDEAS Conference will provide the following equipment in each room:
 - an LCD projection system (with standard VGA cable),
 - extension cord,
 - power strip
 - 1 screen
 - Additional equipment may be available upon request, but may result in additional fees. Requests **must** be made in advance.
- Breakout rooms will be set in theatre style with one (1) head table.
- Please do not request a room set-up change to Epworth staff or room facilitators.

Internet at Epworth

The entire Epworth facility has wireless internet access. The wireless network connection is **Epworth**. There is not a password.

- If planning on using the internet as part of your presentation, it is suggested that you make backup screen shots of your internet pages so you will have a backup plan in case you experience difficulties connecting. As with any wireless connection, connectivity may be difficult during peak periods.
- A hardwire connection is not available at Epworth.

IDEAS Agenda

The IDEAS 16 draft agenda will be posted on the [IDEAS 2016 Webpage](#) on or before 05/13/16.

- **Presenter Cancellation:** We depend on you as a presenter to make the IDEAS conference a success! If an emergency requires you to be unable to fulfill your role as an IDEAS presenter, we encourage you to send someone in your place. Call DeeDee Bunn at 404-693-3344 or email at dbunn@doe.k12.ga.us to notify us of your substitution. If you must cancel, call DeeDee Bunn immediately at 404-693-3344 and leave a message.
- **Session Length:** Session length on Tuesday and Thursday is 1 hour and 30 minutes. Session length on Wednesday and Friday is 1 hour and 45 minutes.

Facilitator Responsibilities

There will be a facilitator/volunteer in your room when you present. We have listed their responsibilities below so that you will know what their duties are.

The Facilitator (Volunteer) will:

- Not introduce the presenter
- Scan nametags of attendees
- Monitor room capacity
- Monitor session time
- Help troubleshoot minor technology issues and contact technology support staff if technology issues cannot be resolved
- Assist with handouts, if needed
- Make conference announcements/updates, if needed
- Assist attendees with disabilities

Handouts

Handouts must be available in forms that are accessible for all participants. IDEAS will provide formats for those who cannot read printed versions. If you are providing handouts in your session, please provide your handouts in a digital copy of the presentation as well as an electronic text only version to produce alternative formats by 5/24/16. Please send handouts directly to Paula Gumpman at pgumpman@doe.k12.ga.us.

- Handouts will be available electronically from the [IDEAS 2016 Webpage](#).
- **Paper Handouts**: The IDEAS Conference will not be providing any paper handouts. If you wish to provide paper handouts on your own, rooms generally hold 40-60 participants. *There will not be photocopying services on-site.*
- **Accessible Handouts**: Any presenters who provide paper handouts during the conference must prepare 2 sets of handouts in large print for accessibility. The following information is provided as a guide to creating large print materials.
 - A minimum of 18 point font
 - Fonts such as Verdana, Helvetica, Tahoma, and Arial offer optimal readability
 - A line spacing of at least 1.5
- **Copyright**: Presenters should only submit presentations and materials that are their original materials (except for copyrighted material owned by others for which presenters have received written permission to use) and do not infringe upon copyright laws. Copyright compliance is available from the US Copyright Office at <http://copyright.gov/>.

Prior to submitting handouts to be posted on the GaDOE website, please be mindful of copyright:

- The presenter must have written permission before posting any handouts that contain materials that were created by or belong to anyone other than the presenter(s). If permission has not been obtained, please do not include the copyrighted materials in your handouts.
- You will also need parent permission if you have pictures of students included in your presentation since the presentations will be posted.

It is the responsibility of the presenter to obtain copyright and/or parent permissions and keep the forms on file for reference should the need arise.

Setting Up and Breaking Down

In order to for our attendees to have the mandatory contact hours for credit, the IDEAS Conference creates a very tight agenda with some quick transitions between sessions. Transition periods between sessions are tight, but the schedule does work!

If you are showing a lot of materials and/or equipment (which is awesome & encouraged), you might want to enlist the help of a few friends to help set-up and break-down. This is often helpful even if you don't have a lot of "show & tell" because participants often like to chat with presenters following their presentation!

Just remember that presenters coming in after you are anxious to set-up and start on time! Please be considerate of the sessions and events that come before and after you. Start and end your session on time.

Exhibit Hall

We are excited that Georgia Tools for Life will be sponsoring an Exhibit Hall on June 8 & 9, 2016 in Strickland Auditorium. The exhibit hall will be held on Wednesday, June 8, 2016 from 1:00 – 5:00 and on Thursday, June 9, 2016 from 9:30 – 5:00.

If you have questions about exhibiting, please contact Liz Persaud at liz.persaud@gatfl.gatech.edu. If you registered for an Exhibit Hall table and need to ship materials to Epworth ahead of time, please ship to:

Epworth by the Sea
ATTN: Kelly Maloy
IDEAS Conference
100 Arthur Moore Drive
St. Simons, GA 31522
912-638-8688

Exhibitors are responsible for all shipping and delivery charges and for packaging and packing their products and equipment.

St. Simons Weather & Dress

The dress at the IDEAS Conference is casual. It can be quite hot and humid in June, but you may want to bring a lightweight jacket as some of the meeting rooms are quite cool. Good walking shoes are recommended as there is some distance between several of our meeting rooms. An umbrella often comes in handy for those late afternoon showers!

Again, thank you for agreeing to present at IDEAS. If you have any questions or require additional information, please feel free to contact DeeDee Bunn at dbunn@doe.k12.ga.us.