

# 2021 ITL PRESENTER PREP FOR LIVE SESSIONS

KATIE SKIPPER (STEARNS CENTER: 2021 ITL CONFERENCE DIRECTOR)

ASHLEY JOINER (STEARNS CENTER: EVENTS MANAGER)

**CHAT BOX**: Please stay muted and post your responses in the chat box:

1. What is one success in your teaching this semester?
2. What do you most want to get out of this session?

# Session Goals

By the end of the session, you will be able to:

- Identify key conference goals and reflect on how your presentation enables those goals
- Identify important conference resources and policies
- Develop plans for your specific presentation
- Connect with other presenters and hear different plans/approaches to sessions
- Receive feedback on your session plan if desired

# ITL Conference Goals

- **Engage participants** in:
  - Fostering & building Mason's teaching community
  - Innovating and experimenting with new teaching ideas/tools
  - Applying presenter's ideas to cross-disciplinary contexts
- Give attendees **concrete ideas and tips** to take into their classroom next week
- **Celebrate & share** all the cool things our instructors are doing in the classroom
- Give presenters an opportunity for **professional development**

# Conference Format

## Sched: Conference Scheduling App

- Customize your profile, bio, & Schedule

## ITL Conference Proceedings Electronic Journal (ITLCP)

- **Note:** The ITLCP is a published journal--your entries will have their own DOI. Be aware of this if you want to publish the same materials elsewhere.

## At-a-Glance Schedule

# Conference Policies

## Privacy

- Zoom sessions **will not be recorded**
- Your post-conference summary should protect participant privacy
- Zoom links posted only in Sched

## Accessibility:

- Attendees will submit accessibility requests via the Stearns Center prior to conference
- [Assistive Technology Initiative](#) (ATI)

## Copyright

- You are responsible for ensuring all your materials follow copyright laws

## IRB:

- If you are presenting on your research with human subjects (students), please make sure you have IRB approval.
- [SoTL Collaboratory](#)

# General Live Session Format

## SET UP TIME (20-30 minutes before session start time)

1. Stearns Center tech host will launch session and admit you and your session host into the session to set up/test things; SC tech host posts conference welcome slide
2. Participants arrive in waiting room (SC tech host lets them in 5 mins prior to start time, muted, monitors chatbox for general questions; SC session host welcomes participants)

## SESSION TIME

3. **2-5 mins:** Session host formally welcomes participants, gives a few conference announcements, explains format of the session, and introduces session/presenters
4. **40-90 mins:** Presenters run session (Session host to help with managing chatbox/breakout groups/polls; Tech host to admit latecomers, manage disruptive participants/muting)
5. **2-3 mins:** Session host shares ITL conference conclusion slide, evaluation poll question, and Twitter links/what's next in the conference schedule

## POST-SESSION

6. Post-Event Outcomes Document

# Breakout Group Activity

1. Take 2-3 minutes each introducing yourself (name, dept., ITL session title) and a brief description of your ITL session plan.
2. On the shared document, have one person from each ITL session presenter team jot down a brief outline of your session plan. *(This will be available to all presenters to find inspiration and help session hosts be better prepared to support your session.)*
3. Use remaining time to discuss your session plans/any questions or concerns you have about the conference. *(Or, if you feel ok with your session, take some time to network and connect about the upcoming semester)*

**Shared document link:**

[https://docs.google.com/document/d/1dQ846gaR3gEusDDpVpemvLpSArQ\\_VgB90ry32AsCwuM/edit?usp=sharing](https://docs.google.com/document/d/1dQ846gaR3gEusDDpVpemvLpSArQ_VgB90ry32AsCwuM/edit?usp=sharing)

# Session Engagement & Interactivity

- What do you want them to do?
  - Get information
  - Reflect/share experiences
  - Experience activity as student
  - Practice tool or method
  - Apply content to their own context
- How do you want them to do it?
  - **Participant-Content Interaction:** poll question, annotating something
  - **Participant-Speaker Interaction:** Chatbox, poll, whiteboard, unmuting, reaction buttons
  - **Participant-Participant Interaction:** breakout groups, contribute to shared document (Google Doc/JamBoard), or chatbox

**Be deliberate about matching your goals with the most appropriate interactive tech.**



# Connecting with Your Session/Tech Hosts

**We will send you the contact information for your session/tech hosts in August.** Lead presenters should connect with them before the conference to sort out any logistical support needed for their session:

- How do you want to be introduced or do you want to introduce yourself?
- Do you plan to do poll questions? (send to tech host in advance)
- Do you want hosts to assign and move participants into breakout groups or do you want to do this?
- Do you want hosts to help with monitoring chatbox or do you want to manage this?
- Will you be using any other online tools?

# Submitting Your Materials

- **The hard deadline for submitting materials is August 30<sup>th</sup>.**
  - We will try to post anything submitted after that date, but cannot guarantee it will be posted in time for the live portion of the conference.
- Save each file as: **surname-session title-file name**.
- Submit documents, presentation slides, or posters as PDFs.
- Submit videos as MP4s.
- Maximum upload is 300 MB.
- If you want multiple files to appear in a specific order, include this information in the comment box
  - (e.g., 1-Video, 2-Assignment Directions, 3-Grading Rubric).
- Read through the instructions and submit materials via the ITL [For Presenters](#) page.

# Optional Feedback

- **OPTION A:** If you feel prepared with your session plan—Thank you for attending—sign off to go work on the million other things you need to do 😊
- **OPTION B:** If you want to talk about the content or activities of your session—Stay logged in to discuss the specifics of your session with Katie and get feedback.

# 2021 ITL PRESENTER PREPARATION SESSION FOR LIVE SESSIONS

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