General Session Information

Session Type: Stearns Center (SC) Showcase Session

Session Length: 90 Minutes

Session Format: Live/synchronous via Zoom (Zoom link will be accessible via Sched, the conference scheduling app the week of the conference)

General Description:

The main goals of these sessions are to "showcase" a variety of example strategies/assignments for a given teaching and learning topic (e.g., creating community in the classroom) AND to engage participants in active reflection/discussion about how they could apply these ideas to their own curriculum design and teaching practices. While these are opportunities for speakers to talk about/present their experiences, they are also intended to be opportunities for participant-speaker and participant-participant interactions. They should NOT be 90-minutes of speaker presentations.

Each of these sessions have been organized by a session convener with guidance from the Stearns Center, who will coordinate the panelists/speakers and emcee the session via Zoom the week of the conference.

Specific "lesson plans" for the sessions will vary, but a common session plan is as follows:

- Convener starts the session by sharing a few brief remarks and introducing speakers.
- Panelists/speakers respond to convener discussion prompts or share brief remarks/a lightning talk presentation (no longer than 5 minutes for each panelist/speaker).
- Session shifts into a roundtable discussion guided by the convener, polls/chat-based activities, a breakout group activity, or some combination of activities.

Conveners will reach out to session speakers with more detailed plan for that specific session.

NOTE: These sessions will NOT be recorded. Growth experiences can be vulnerable experiences and like our students, we want conference participants and speakers to feel comfortable to share their authentic teaching experiences and questions without the pressure of "being recorded." Your Showcase Session team may want to record the speaker presentations—we ask that you pre-record these and play them during the session instead of recording live to protect the privacy of attendees. Your recordings can also be linked to your session entry and *ITL Conference Proceedings* publication entry as supplementary materials or you can submit each video as its own separate On Demand presentation and *ITL Conference Proceedings* publication (that is also linked to the Showcase Session). The advantage of the On Demand option is that your video will have its own DOI, so it's easier to direct people to just your video beyond the conference. Please talk to your session convener about your interest in submitting a video recording and your archiving preferences.

Supplementary material files:

- o **Any session supplementary files (handouts, short videos, etc.) you wish to share with participants via the ITLCP are not due until late August**, but you are welcome to submit them anytime between now and August through this [submission form](). If you are submitting more than one file, be sure to number your files in the order you wish them to appear (e.g., 1-Assignment Directions, 2-Grading Rubric, 3-Instructor Reflection). You can find more tips and specifics about file requirements on the ["For presenters" page.]()
- o **On Demand option:** Some presenters have already or are planning to submit the supplementary files for their interactive sessions as separate, stand-alone On Demand sessions at ITL. The advantage of sharing your supplementary materials this way is that they are each separate publication entries in our e-journal with their own unique DOI. This makes it easy for you to direct people to each item separately beyond the conference and makes them more easily discovered by readers outside of the conference. If you choose to go this route, please submit via the [On Demand proposal submission form]() and indicate in the comments which interactive session this should be linked to.

What do I need to do?

Session Convener Role: The session convener designs the session format, assists in selecting presenters, and serves as the coordinator between the SC ITL team and the session team. The convener is the main point of contact for invited panelists/speakers, keeping them updated, answering their questions, and ensuring their details are correct in the ITL conference records.   The convener will lead/emcee the session that runs via Zoom during the conference week. The convener will also create a 1-page summary after the event to share outcomes and key ideas through the *ITL Conference Proceedings*.

To do:

- Review speaker nominations
- Write and submit abstract
- Register for conference (free)
- Review session details in Sched and in ITLCP (posted soon) and submit any revisions needed through the [Session Update Request Form](#)
- Attend presenter preparation session in Aug/Sept
- Email Session Team updates/check in with presenters about registration, etc. in Aug./Sept.
- Respond to speaker questions
- CONFERENCE WEEK: Emcee Zoom session
- Create and submit 1-page summary document for session to be published in ITLCP (Oct.)

SC Co-Convener Role: The SC Co-Convener serves as a chat emcee for the session, engaging participants via Chat, sharing SC and other resources on the session topic via Chat, and assisting convener as needed.

To do:

- Register for conference (free)
- Review session details in Sched and in ITLCP (posted soon) and submit any revisions needed through the [Session Update Request Form](#)
- Attend presenter preparation session in Aug/Sept
- CONFERENCE WEEK: Emcee Chat for Zoom session

Tech Host Role: The Tech host schedules and launches the Zoom session, moves participants from the waiting room, reports session status updates to Mission Control during event, and assists with technical issues during sessions.

To do:

- Register for conference (free)
- Attend tech host preparation session in late spring/summer
- Create Zoom link for session and submit to SC (directions will be sent separately)
- Set up polls as needed for session
- CONFERENCE WEEK: Launch Zoom session, submit Mission Control check ins

Panelist/Speaker Role: Invited speakers are expected to prepare a few brief remarks (based on convener guidance/directions) and interact with participants throughout the session activities for the duration of the session.

To do:

- Register for conference (free)
- Review session details in Sched and in ITLCP (posted soon) and submit any revisions needed through the Session Update Request Form or alert session convener of corrections needed
- Attend presenter preparation session in Aug./Sept.
- Prepare remarks or video as planned with Convener (optional: submit any supplementary materials—see directions in "General Session Information" section)
- CONFERENCE WEEK: participate in session and have fun sharing your wisdom with the rest of us