Information for Presenters

33rd Annual Academic Chairpersons Conference

February 3-5, 2016

The Charleston Marriot
Charleston, South Carolina

www.dce.k-state.edu/conf/academicchairpersons
## Presentation Types

<table>
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<tr>
<th>Presentation Type</th>
<th>Session Length</th>
<th>Description</th>
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<tr>
<td>Interactive Workshop</td>
<td>105 minutes</td>
<td>A single or group presentation that is interactive and provides a solution-based approach. Participants may be involved in a variety of ways such as taking part in small group activities, role-playing, case studies, simulations, problem solving or other hands-on instructional activities.</td>
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<tr>
<td>Best Practice Presentation</td>
<td>45 minutes</td>
<td>The presenter gives a 30-35 minute talk on a specific best practice or approach to a leadership issue. The talk should include a description of the problem, how the presenter approached it, and the results achieved. Then the audience is provided with 10-15 minutes of Q&amp;A.</td>
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<tr>
<td>Brown Bag Lunch Discussion</td>
<td>30 minutes</td>
<td>A presenter facilitates a discussion centered on a key topic. The roundtable discussions will take place during the Brown Bag Luncheon on Thursday or Friday during the conference. Participants will grab their lunch and take it to the room with the roundtable topic of their choice. This is a great opportunity for chairs who would like to have a conversation with other chairs about a specific topic, but may not have enough information to warrant a presentation.</td>
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Presentation Guidelines

The purpose of this conference is to provide practical recommendations to participants and to encourage discussion.

Provide personal experiences, specific examples, practical ideas & case studies that participants can take back to use on their campuses.

All presentations should involve active participation from the audience, whether an interactive workshop, best practice presentation, or brown bag lunch discussion.

Content

- Your materials and comments should match the abstract you provided for the conference program. If you would like to make changes, please do so before Dec. 14, 2015, by signing into the New Prairie Press submission site: http://newprairiepress.org/accp/. We will download directly from this site when creating the program book.
- Stereotyping, labeling, and generally negative comments should be avoided.
- The most common frustration we receive from post-conference evaluations is that presenters are not prepared and they read to the audience from their handout or PowerPoint.

Timing

- Begin your presentation ON TIME.
- Provide a brief introduction of yourself and your associates.
- A Kansas State University staff member will enter the session room shortly after the session begins to get an attendance count.
- End your presentation ON TIME.
- It is important that the next presenter has the opportunity to set up and that participants have time to get to the next session.
- 10 minutes prior to the session end time, a Kansas State University staff member will signal your 10 minute warning.
- At the presentation end time, all doors will be opened.
- PLEASE suggest to those interested in continuing the discussion that they move into the lobby area. The next presenter(s) will need to access the room.

Rehearse

- Rehearsing several times helps to develop confidence with your audio-visual aids, handouts, and timing.

Discussion

- Allow at least 15 minutes for Q&A time during or at the end of your presentation.
- The more involved your audience remains, the more they will benefit from your session.
Room Set

- At the front of each room there will be a head table with two chairs. Microphones will be provided in the rooms where needed.
- Each room will have a laptop, projector/screen, and remote slide advancer.
- Rooms will be set in one of the following formations, taking into account the room size, the presentation type, and the number of persons registered for the conference.
  - *Crescent rounds*: Round tables with seating on 2/3 of the table, with no seating with its back to the speaker.
  - *Classroom or Schoolroom*: Seating arrangement with rows of tables with chairs that face the front of the room, and each person has a space for writing.
  - *Theater Style*: Seating arrangement in which seats are in rows facing the stage area, with no tables.
  - Or a combination of these.
Presentation Equipment

- Each breakout room will be set with a head table and two chairs, a microphone (if needed), a PC laptop, and an LCD projector.

- Laptops provided by the conference are equipped with Windows XP or Windows 7.

- Presenters are welcome to use their own laptop to present.

- If you plan to use your personal MAC, please remember to bring the converter cables that came with your computer to connect with the conference projectors. Depending on the age of the MAC, the video cables may vary in connection type and style. It is best that you bring the cable that converts to a VGA type cable.

- USB slide advancing controllers are available with the conference laptops. If you are using your own PC or MAC for your presentation it must have a standardized USB input for the slide advancers.

Questions?

Contact Kathryn Harth at kharth@k-state.edu.
PowerPoint slides

- If you choose to use Microsoft PowerPoint, please be sure it is the Office XP 2003 or newer format.
- If you choose to use a different electronic presentation tool (such as Prezi, Google Presentations, etc), we recommend that you send us a copy prior to Jan. 21, 2016, so we can test it on one of the presentation laptops and verify that it will work with our computer hardware and software.
- Watch the PowerPoint Presentation Guidelines presentation on how NOT to prepare a PowerPoint. This is provided on the conference website: http://conferences.k-state.edu/academicchairpersons/presenters/information-for-presenters/.
- USB slide advancing controllers are available with conference laptops. If using your own PC or MAC, it must have standardized USB inputs to use these slide advancers.
- If you choose to use video files, it is preferable that they are provided in Microsoft Windows Media Format (.wmv). While you may have a video linked to the internet using a URL, or embedded in your PowerPoint, sometimes media files function better when present on the laptop.
- If you are incorporating video, we recommend that you send us a copy prior to Jan. 21, 2016, so we can test it on the presentation laptops and verify that your video will work with our computer hardware and software.
- Video files should also be brought on a jump drive or optical CD or DVD media. Most embedded media files must be present on the laptop to function properly.
- Wednesday evening at the Welcome Reception our tech support will have a table where you can upload your presentation, check slides to ensure they look good on the conference computers, and allow tech support to save and preload it to the laptop that will be placed in your workshop room.
- If your presentation has sound, please notify us so we can have speakers available for your laptop.
- In creating a title slide for your electronic presentation, please include:
  - The title of your presentation
  - The name(s) of presenter(s)
  - Your institution, city, state
- Keep text to a minimum. Use no more than six lines and no more than six words per line.
- Use headlines and color.
- Darken background to reduce glare. Use light type and graphics on a dark background.
- Avoid sound effects.
- Use simple animations.
- Proofread!
- Avoid the distraction of busy screens or constantly moving patterns.
• Guidelines for fonts:
  Minimum type size for body copy— 24 pt
  Type size for headings—36-44 pt
  Type size for subtitles—30-32 pt
  Helvetica or Arial fonts recommended to avoid blurring of text
• Recommended output resolution for meeting rooms is 800 x 600.

Handouts

We encourage every presenter (interactive workshop, best practice presentation, and brown bag lunch discussion) to provide a handout during their presentation. In the 32 years of this conference, it has become apparent through post-conference evaluations that attendees want handouts from every session they attend. These handouts act as a visual aid during the presentations, a place to take notes, and then become a resource attendees can refer back to at a later time.

• Handouts provide a presentation outline. This will allow participants to follow your presentation and take notes.
• Bring at least 50 copies. Brown bag lunch discussion presenters, bring 20 copies. Extra copies can be placed on the materials distribution table near the registration desk.
• Wait until materials have been distributed before explaining them.
• If you run out of copies, ask attendees to share and then encourage them to download their own copy from the online conference proceedings (should you choose to upload them).
• Print on light color when handouts have a large amount of material.
• Keep materials brief. They’re more likely to be read!
• Bullet points will highlight key points.
• Include practical suggestions for implementing ideas once the participant has returned to campus.
• Leave room for notes.
• If printing PowerPoint presentation slides as your handout, we recommend that you consider printing two or three slides per page so there is room for attendees to write notes.
• Include your contact information. Participants may want to get in touch with you after the conference with additional questions.
• If you run out of handouts during your presentation, encourage participants to leave a business card with you so you can email them the document later, or encourage them to download their own copy from the conference proceedings page.
• You may choose whether or not to post your handouts to the New Prairie Press website following the conference. If you choose to do so, your handout will be accessible and visible to colleagues and researchers around the world through the internet.
Flipcharts

- Flipcharts are not included in every room and must be requested in advance.
- Use no more than two or three points per sheet.
- Face the audience when speaking.
- Do not continue to speak when writing.
## Checklist for Preparing Your Paper for Publication

Use this checklist to ensure your paper is ready for publishing.

Instructions and deadlines for submitting your paper through New Prairie Press after the conference will be provided immediately following the conference.

| Description: | a two-sentence description explaining the topic of your paper. |
| Font: | Times New Roman or a close facsimile, size 12 pt |
| Margins: | Top margin = 1 1/2". Sides and bottom= 1". |
| Headings: | Center and bold all section headings. Do NOT underline them. Skip a single line after each one. |
| Paragraphs: | Do NOT indent paragraphs. |
| Length: | 15 pages maximum, INCLUSIVE of charts and graphs. |
| Spacing: | Paper must be SINGLE SPACED, letter quality. |
| Quotations: | All quotations must be referenced, including the page number(s). |
| Copyright: | Copyrighted materials must be documented.  
If you include copyrighted materials in your paper, you must obtain permission to have the materials reprinted and provide written documentation. This is not the responsibility of Kansas State University. |
| Readability: | Paper is clear and easy to read. |
| Grammar/Spelling: | Paper contains no errors and is ready to publish.  
Papers are not proofed or re-typed, so check carefully for spelling and grammar. |
| Back-up copy: | You are responsible for ensuring a back-up copy of your paper has been saved. |
TITLE OF PRESENTATION FOR ACADEMIC CHAIRPERSONS CONFERENCE

John Doe, Department Head
Department of Physics, Kansas State University

Jane Doe, Professor
Department of Biology, Fort Hays State University

Abstract
Do not justify the abstract to smaller margins than the paper itself. Make it just as wide as the rest as this example is showing. Do not justify the abstract to smaller margins than the paper itself. Make it just as wide as the rest as this example is showing. Do not justify the abstract to smaller margins than the paper itself. Make it just as wide as the rest as this example is showing.

Introduction
Start your paper without indenting the first line, or creating a new page after the abstract. Continue the written presentation down the title page, just as this is showing. Make as many paragraphs as needed. Start your paper without indenting the first line, or creating a new page after the abstract. Continue the written presentation down the title page, just as this is showing. Make as many paragraphs as needed. Start your paper without indenting the first line, or creating a new page after the abstract. Continue the written presentation down the title page, just as this is showing. Make as many paragraphs as needed. Start your paper without indenting the first line, or creating a new page after the abstract. Continue the written presentation down the title page, just as this is showing. Make as many paragraphs as needed.

First Heading of My Presentation
You do not necessarily need an introduction, this sample just put one in. You can just start your paper with your first heading. Feel free to exclude the above paragraph and start with your own heading. You do not necessarily need an introduction, this sample just put one in. You can just start your paper with your first heading. Feel free to exclude the above paragraph and start with your own heading. You do not necessarily need an introduction, this sample just put one in. You can just start your paper with your first heading. Feel free to exclude the above paragraph and start with your own heading. You do not necessarily need an introduction, this sample just put one in. You can just start your paper with your first heading. Feel free to exclude the above paragraph and start with your own heading.