



Information for Presenters

37th Annual Academic Chairpersons Conference
February 5-7, 2020

Hyatt Regency Savannah
Savannah, Georgia

<http://conferences.k-state.edu/academicchairpersons/>

Presentation Themes and Types

Please see below for information on the Presentation Themes (Tracks) and Presentation Types (lengths/styles) that will be offered. If you have an outstanding idea for a presentation, please contact John Murray at jsmurray@ksu.edu. For more information, review the information found on the [Submit a Proposal](#) page and the [New Prairie Press](#) information page.

Presentation Themes

Presentations will be categorized into five broad themes to provide strong direction for the conference, while maintaining the diversity of presentations which attendees have found so beneficial in the past.

Presentation Theme	Description
Issues and Trends in Higher Education	Exploring new and pressing developments in higher education including subjects like campus culture, diversity, new technologies, new interdisciplinary opportunities, impacts of the growth in distance education, economic stresses on the field, changing roles and demands, etc.
Working with Faculty and Administration	Managing internal relationships with those you manage and who manage you, handling difficult people, maneuvering the university bureaucracy, working with adjuncts to tenured professors, negotiating for resources, etc.
Operating the Department	Exploring the practical roles and goals of the department head, including subjects like assessment, budgeting, fundraising and grant writing, faculty searches and interviewing, faculty performance and review, strategic planning, curricular development and quality, navigating accreditation, legal issues, retention, external partnerships, etc.
Leadership and Management	Covering general leadership-focused presentations including subjects like work-life balance, career trajectory, managing stress, defining mission and values, effectively pursuing both scholarly and administrative duties, civic engagement, conflict management, building consensus, effective meeting leadership, delegating, etc.

** Those submitting proposals will have the opportunity to choose which theme best fits their presentation. Note that your presentation may fit into multiple categories, or perhaps none, which you are welcome to note on your proposal. The review committee can help place your presentation in the best theme. Find more presentation ideas, as well as the proposal submission form, on the conference's [New Prairie Press website](#).*

Presentation Types

The Academic Chairpersons Conference is comprised primarily of concurrent sessions, presentations given by those with experience and best practices to offer their peers fellow academic leaders. Three presentation types are given. These allow presenters to operate in the environment that best fits their style and substance, and attendees the opportunity to get the most out of the conference.

Presentation Type	Session Length	Description
Interactive Workshop	105 minutes	A single or group presentation that is interactive and focuses on 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.
Best Practice Presentation	45 minutes	Typically an individual presentation. 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&A.
Brown Bag Lunch Discussion	30 minutes	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 discussion topic of their choice. This is a great opportunity for chairs who would like to have a conversation about a specific topic, share ideas, and explore solutions without a more structured, full presentation.

** Those submitting proposals will have the opportunity to choose which session type best fits their presentation. The review committee may suggest an alternative session type for your presentation based on your content and the number of submissions received. Find [full submission instructions](#) and the submission form on the [New Prairie Press website](#).*

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 December 6th, 2019, 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 conference staff person will enter the session room shortly after the session begins to get an attendance count.
- End your presentation **ON TIME**. Attendees need to get to their next event.
- 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 conference staff person 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 presentation room will be equipped with a head table, two chairs, a PC laptop, an LCD projector, and a microphone (if needed).
- Laptops provided by the conference are equipped with Windows XP or Windows 7.
- Presenters are welcome to use their own laptop to present, although extra time is often required to swap the laptops.
- If you plan to use your personal MAC, please remember to bring the appropriate converter cables to connect with the conference projectors (HDMI or VGA). Depending on the age of the MAC, the video cables may vary in connection type and style.
- Handheld slide advancers are available with the conference laptops. If you are using your own PC or MAC for your presentation, it must have standardized USB inputs to connect to the slide advancers.

PowerPoint Presentations & Handouts

PowerPoint Slides

- If you choose to use Microsoft PowerPoint, please be sure it is the Office XP 2003 or newer format.
- Presentation rooms will have access to wireless internet.
- 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 you would like your presentation pre-loaded onto the conference laptop, or if you would like to practice with a conference laptop to ensure your presentation works with our machines, please bring your presentation on a thumb drive to the registration check-in desk during the Wednesday evening Welcome Reception where our technical support staff will be available to assist you.
- Handheld slide advancers are available with conference laptops. If using your own PC or MAC, it must have standardized USB inputs to use these slide advancers.
- Use common best practices when it comes to PowerPoint dos and don'ts.
- 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
 - Contact Information
- Use headlines and color.
- Darken background to reduce glare. Use light type and graphics on a dark background.
- Keep text to a minimum. Use no more than six lines and no more than six words per line.
- 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
- Avoid the distraction of busy screens or constantly moving patterns.
- Use simple animations.
- Avoid sound effects.
- Proofread!!
- Recommended output resolution for meeting rooms is 800 x 600.
- 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.
 - 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.
- If your presentation has sound, please notify us so we can have speakers available for your laptop.

Handouts

We encourage every presenter (interactive workshop, best practice presentation, and brown bag lunch discussion) to provide a handout during their presentation. In the 36 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. Extra copies can be placed on the materials distribution table near the registration desk.
- Wait until materials have been distributed before explaining them.
- 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.
- Keep materials brief. They're more likely to be read!
- Bullet points will highlight key points.
- Print on light color when handouts have a large amount of material.
- Include practical suggestions for implementing ideas once the participant has returned to campus.
- Include your contact information. Participants may want to get in touch with you after the conference with additional questions.
- If you run out of copies, ask attendees to share, encourage participants to leave a business card with you so you can email them the document later, and/or encourage them to download their own copy from the [New Prairie Press website](#) (should you choose to upload them).
 - **The conference staff is unable to make or pay for copies of your handout at the conference. Please come prepared.**
- 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.

Questions?

Contact John Murray at jsmurray@ksu.edu.

Checklist for Preparing a 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](#), 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. <i>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.</i>
	Readability: Paper is clear and easy to read.
	Grammar/Spelling: Paper contains no errors and is ready to publish. <i>Papers are not proofed or re-typed, so check carefully for spelling and grammar.</i>
	Back-up copy: You are responsible for ensuring a back-up copy of your paper has been saved.