

2011 NBPTS Conference and Exposition Presenter Guidelines

NBPTS continually strives to maintain the high quality of its programs. This is directly related to the success of those who speak. You may find these guidelines helpful as you prepare your presentation:

NBPTS provides a laptop, laptop projector and screen in each room. Please ensure that you have your presentation on a flash drive in order to load it onto the provided laptop and that your presentation meets NBPTS technical requirements.

NBPTS will provide Internet access for the NBPTS provided computer. NBPTS cannot provide internet for individual presenter computers or allow individual computers to be attached to the provided projector.

Any website or Internet connection is subject to occasional outages. Be sure any external websites have offline examples included in your presentation before it is loaded onto your flash drive, just in case.

All sessions are open to registered attendees and the media.

Fire codes are strictly enforced by the local fire marshal. In cooperation with fire codes, standing or sitting on the floor in sessions cannot be allowed. Violations of the fire code could result in an abrupt end to the conference, should the fire marshal so choose.

Be sure to arrive at your session a few minutes early to load your presentation.

The five strands on the program are based in the Five Core Propositions. Your presentation should be directly related to the strand in which you submit.

You should actively engage the attendees. Just as in a classroom, an interactive session is strongly recommended.

It is inappropriate to promote commercial materials during your presentation. NBPTS policy also prohibits the use of copyrighted materials in your presentation unless prior permission has been granted by the holder of the copyright. This also applies to music that is played during the presentation.

Print and bring enough handouts for your expected audience. NBPTS cannot provide copies of handouts.

Plan well in advance to ensure that your materials are delivered to the meeting. Your hotel may have advice on shipping them to yourself; however, NBPTS advises hand carrying your materials whenever possible. NBPTS cannot be responsible for delivering materials to your session.

The conference is on a tight schedule, and attendees are as eager as you are to experience as many sessions as possible. Therefore, please begin and end your session on time.

At the end of your presentation, leave quickly to allow the next presenter time to prepare. If you wish to answer questions, please use the back of the room or the hallway.

Use of the National Board for Professional Teaching Standards (NBPTS) logo is restricted to NBPTS employees and individuals who have received written permission from the National Board.

If an emergency arises that makes it necessary for you to cancel your presentation, notify NBPTS as soon as possible.