

AECT25 Presenter Resources

Optional AECT25 PPT template presenters can use.

 [AECT25_Presenter_Template.pptx](#)

Presenter Expectations

One-stop shop of what to expect as a presenter. If you've received a question that doesn't appear to be answered in here, please let us know and we'll address it: aect@aect.org

Concurrent, Panel Presentations, and Design-in-Practice

1. Be sure to bring your own device and any special accessories you need for your presentation, such as a dongle, clicker, or external speakers. Refer to the interactive Convention Program for your presentation's room location.
2. AECT provides the screen and projector with a standard HDMI connection.
3. Hotel Wi-Fi is available in all meeting rooms to support cloud-based presentation materials on your own device.
4. NOTE: Two concurrent presentations are scheduled in a session, and the program clarifies presentation time and order. Each presentation is 30 minutes, including audience Q&A and transition. It is recommended that you plan for approximately 20 minutes presentation time, 5 minutes for Q&A, and 5 minutes for transition. Panel presentations and Design in Practice sessions are 60 minutes.
5. Red Oak Events and Convention volunteers will monitor presentation rooms, providing technical assistance as necessary.

Roundtable Presentations and Book Shares

1. Be sure to bring your presentation materials and equipment.
2. Roundtable sessions and Book Shares are in large rooms with banquet-style seating with a table for each presentation. Each presentation is 60 minutes.
3. Hotel Wi-Fi is available in all meeting rooms to support cloud-based presentation materials on your own device.

Posters

1. Be sure to bring your presentation materials and equipment.
2. Poster designs are encouraged to use the empirically supported [#EvenBetterPoster design](#). Poster sessions feature 3'x6' tables with partition walls to support up to 36"x48" full-size posters or smaller, individually printed pages.
3. You will be able to set up your poster starting at 3:00 P.M. All posters must be set up by 4:30 P.M.
4. Presenters are expected to be present with their poster during the entire session for participant and judge interactions.

Showcases

1. Be sure to bring your presentation materials and equipment.
2. D&D SHOWCASE: The session is in a smaller room configured in a conference room layout. Each presenter will use one of the tables to set up their presentation.
EMERGING TECH SHOWCASE: The session is in a large room with banquet-style seating with a table for each presentation. Tables can be moved to clear additional space for demonstrations.
3. Hotel Wi-Fi is available in all meeting rooms to support cloud-based presentation materials on your own device.

Convention Proceedings

Guidelines for Proceedings Paper

[Download the template](#), including word limit and other details

Key Dates & Deadlines: *(exact timeline may be subject to change)*

- o October 20-24: Presentations and paper preparation
- o November 15: Submit proceedings paper for editorial review: [submission link](#)
- o December 31: Receive editorial feedback for revisions
- o January 31: Submit final proceedings paper
- o March/April: Copyediting and author inquiries
- o April/May: Final Production