

## LIVE SESSION PRESENTER INSTRUCTIONS

These instructions apply to live SoTL Sessions and Scholarly Teaching Sessions.  
A separate document covers instructions for Poster Sessions.

### BEFORE THE CONFERENCE

#### REGISTER FOR THE CONFERENCE

All presenters listed on a session must [register for the conference](#) by Sept. 10 in order to be included in the program. If you have a contributor to your session who will not be attending the conference, simply acknowledge their contributions in your presentation.

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#### PREPARE TO PRESENT

SoTL Summit sessions are collegial, inclusive, and interactive. Please plan your session to involve interaction to the extent that it is feasible given time limitations. Our culture is similar to that of ISSOTL, which has an excellent [guide to conference pedagogy](#).

If you'd like to practice sharing your screen or connecting to Zoom, room links will go live 15 minutes before the conference begins. If you have any issues, please email [sotlsummit@kennesaw.edu](mailto:sotlsummit@kennesaw.edu) for assistance. If you wish, you may upload files (such as handouts or copies of your slides) to your session by returning to your submission in the Oxford system and clicking "Upload File."

Time your presentation so that you are ready to start immediately when the session begins. Remember that SoTL Sessions are 20 minutes each (two in each concurrent session block), and Scholarly Teaching Sessions are 10 minutes each (three in each concurrent session block).

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#### CREATE YOUR NAME BADGE + PERUSE THE PROGRAM

Beginning in late July, registered participants will be able to view the program and create a "name badge." Creating a name badge will allow you to [use the chat function to connect](#) with others, an essential part of the virtual conference experience.

## LIVE SESSION PRESENTER INSTRUCTIONS

### BEFORE YOUR SESSION BEGINS

#### **ARRIVE AT LEAST 10 MINUTES EARLY**

Please arrive at your session at least ten minutes before the session begins and make sure your device is prepared to screen share. The first presentation can begin immediately at the start of the session – the moderator is there to monitor time but will not introduce presenters.

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#### **KNOW YOUR SESSION'S ORDER OF PRESENTATIONS**

Please follow the presentation order as listed in the program. Sessions are intentionally timed so that participants can gain many new ideas in one session. All presenters for a session should remain in the Zoom room for the entire session.

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#### **RENAME YOURSELF UPON JOINING THE SESSION**

Please rename yourself as "Presenter - [Your Name]" to make it easier for the participants and moderator to find you. The session moderator will be labeled "Moderator - [Their Name]", so it will be easy for you to find them if you have any issues and want to direct message them in Zoom.

They will also message you when one minute of your presentation time is remaining.

# SUMMIT

## LIVE SESSION PRESENTER INSTRUCTIONS

### DURING YOUR PRESENTATION

#### MONITOR YOUR TIME

The moderator will send you a warning (via direct chat) when you have one minute remaining. The moderator will then announce when it is time to move to the next presentation within the session.

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#### MONITOR THE CHAT FOR QUESTIONS

In addition to answering questions during your presentation, you can use any remaining time after your presentation for Q&A. Please be mindful of the other presentations in your sessions and offer to meet participants via the conference chat if time runs out.

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#### REMEMBER THAT THE SESSION WILL BE RECORDED

All sessions will be recorded, with the links uploaded to our program after the conference ends. Even if you have low attendance in your live session, please remember that many attendees return to view these sessions.

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Thank you for your contributions to the 2024 SoTL Summit!

Contact us with any questions:

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Phone: 470-578-6410



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