

TIPS FOR CONFERENCE PRESENTERS

We are looking forward to your session at the Learning Forward Annual Conference in December. We have collected great feedback on what makes a session strong and meaningful. In this short guide, we have included this feedback as a set of critical strategies, grounded in the Standards for Professional Learning. We encourage you to consider these strategies when developing your session.

Ground your session in the Learning Designs standard.

- Create relevant and contextualized learning goals.
- Ground your work in research and theories about learning.
- Implement evidence-based learning designs.

Start with the end in mind. Focus on what attendees will gain through your session.

- Stick to the outcomes included in your proposal. This is what attendees are expecting.
- Let your outcomes drive the content.
- After designing your session, make sure the learning strategies align with the outcomes.

Model best practices for engaging learning strategies.

- Create an immersive experience in which attendees experience learning as you hope students will.
- Engage multiple voices and facilitation styles.
- Create conditions for attendee collaboration.

Connect to the evidence of impact.

- Attendees are looking for evidence-based practices that they can employ in their own learning settings.
- Share the research in a way that is compelling and connected to attendee experiences.
- Encourage attendees to collect data early and often.

Practice, practice, practice.

- Attendees have chosen your session because they want to engage, collaborate, and learn. Practice your pacing and your learning plan before coming to the conference.
- Plan for constructive interruptions.
- Leave five minutes for session evaluations.

Prioritize equity of voice.

- Establish norms and share them at the beginning of the session to ensure equity of voice.
- Be intentional and employ strategies that encourage all attendee voices to be heard.
- Use a variety of facilitation and collaboration techniques encouraging all learning styles to interact.

Peer recommendations from conference attendees

- Plan an authentic learning session that delivers on the session outcomes.
- Consider incorporating videos, impact statements, and supportive data from other practitioners in your network.
- Make sure you are intentional about providing professional learning that moves from:
 - Sit-and-get to **team-based, collaborative learning relevant to immediate school and district challenges.**
 - Compliance-driven to **choices informed by student, educator and system data.**
 - One-time training to **suggestions for sustained learning and application of learning.**
- Focus on facilitation rather than presentation and embed multiple learning strategies.
- Consider using a structured protocol in your session to ensure collaboration and equity of voice.
- Give attendees the opportunity to collaborate with other attendees and presenters throughout their sessions.
- Provide opportunities during the session for individual reflection and next steps.
- Ask yourself, “What is the actionable information that participants will leave with?”

Planning, logistics, and room design

Using the member login, the person who submitted the proposal can log into the proposal system at lfp.learningforward.org/ to:

- Review and download a copy of the signed presenter agreement. (Reminder: Only the team member who submitted the proposal can access the session information in the conference proposal system, and they are responsible for sharing the details of the agreement with their team, if applicable.)
- Note edits made to session’s title, description, and outcomes for the conference program. Please be sure to incorporate these changes when planning your session.
- View and begin monitoring the number of attendees registered for your session in early November.

Once onsite at the conference:

- Check in at the presenter check-in located near conference registration.
- Leave room setup and furniture as found when you arrive. Session meeting rooms are set in rounds or pods with seating up to 9 or 10. The room is set for multiple sessions occurring throughout the day, so furniture cannot be moved.
- Include a QR code or Bitly link for your digital handouts at the bottom of every presentation slide. This will help to prevent interruptions during your session.
- Reserve 5 minutes at the end of your session for attendees to complete the session evaluation provided via the mobile app. Presenters will have access to their session evaluations following the conference.

Learning Forward prohibits selling of products and services during conference sessions. Presenters may not display or distribute brochures or order forms, talk about their services, promote themselves, or sell their publications. Referencing or citing a presenter’s own publications is acceptable.

Questions? Contact conferenceinfo@learningforward.org