

What Every Presenter Needs To Know

This list is full of information that will help you, the presenter, prepare for the Colorado Science Conference. If you have any questions that are not covered here, feel free to contact the Presenter committee representative listed on the Presenter webpage.

- 1. Plan carefully the title and description of your presentation for your proposal.** These will be the main criteria used to evaluate your proposal for acceptance as a presentation at the conference. The more informative and interesting your proposal sounds, the better your chances for acceptance. This will also increase the chances of a larger audience since this title and description will also be used in the program book. Please download and use the Presentation Rubric to assist you in writing your proposal. This document provides you with the items we will use to rate all presentation proposals in our selection process.
2. Presentations that are **interactive, engaging and strongly tied to specific subject area** and classroom topics generally receive greater interest. Presentations that are strictly lectures or intended to demonstrate an activity that can only be successful if a particular product is purchased are usually not so well attended. Please try to make your presentations as engaging and profitable for teachers who are looking for a direct impact on their classrooms.
- 3. All Presentations must support and emphasize accepted scientific practices and information.** Our goal is to enhance science education in our schools so we can only accept presentations that help us support that goal.
- 4. Please edit and spellcheck everything you send us.** We do not edit your work and it makes you look much more professional when everything is spelled correctly.
- 5. If you are acting as a contact person only who is registering for somebody else** please make sure that you use all of the main presenter's information (name, email, etc...) in the presenter information sections. Please use your name and email as the contact information only.
- 6. If you are also an exhibitor, make sure you register and pay the fees for BOTH exhibitor and presenter. These are two separate functions and therefore require both registrations.**
7. If you are an exhibitor planning a presentation in which you will be primarily a demonstration of something your company is selling at the conference, please make a note of that in your abstract. Our attendees appreciate knowing whether a presentation involves the sale of materials or not.
- 8. All presentation abstracts MUST be limited to 100 words.** This is due to the limited space available in the program book. Please edit your writing for all spelling, grammar and mechanics. We do not edit your writing.
- 9. Please put only the co-presenter's name (and limit to 1 co-presenter per slot) in the co-presenter's section.** Any additional information (extra co-presenter names, titles, email address, etc...) only confuses our database. We can only list two co-presenters per session, so please do not provide any more than two names as co-presenters per presentation.
- 10. Make sure you hit the "Submit" button when you are done with your proposal writing process.** We cannot see your information until you hit the "Submit" button so we may not know you wanted to present unless you do this. Hitting Save does NOT submit your proposal to us.
- 11. All presentations must be submitted in final form no later than June 30.** No proposals will be accepted after that date.

12. **You should be notified regarding your proposal's acceptance or rejection no later than August 31.** Please contact cochairs.csc@gmail.com if you do not hear from us by that time.
13. If, after your presentation has been accepted, you cannot attend the conference, or you need to make any changes (including co-presenters or other minor changes to the presentation) please notify cochairs.csc@gmail.com as soon as possible so that we may address the issues in a timely manner. No major changes to the presentation can be made once the proposal has been accepted. We do need to honor our selection process. **To make any changes to your proposal, follow these instructions:**
- Log in
 - click on "My Account"
 - Click on "Update your profile"
 - Change the information inside of the account
 - This will work only for changing information in your own registration account. Any co-presenters must change their own information in their own accounts.
14. **If you have any special requests for room size, technology, session time, etc... please make those requests in the "other requests" section.** We make no promises, but we will make every effort to honor your requests. Remember, we have over 100 presenters to fit into our schedule and there are only so many miracles we can work.
15. **You will need to provide you own laptop computer and projectors.** We can, however, provide wireless internet connections (for a small fee) projection screens, power cords, tables and chairs in your assigned room. For questions regarding technology, you will need to contact the committee technology coordinator.
16. **Once you have been accepted, you will now need to register as an attendee.** Even if you are already registered as an exhibitor, you need to register as an attendee. These are two different functions at the conference. Registering online in advance gives you a cheaper rate and will make your check-in procedure much easier once you arrive at the conference.
17. **As the main presenter, you also need to make sure that any co-presenters also register as attendees as soon as possible.** We rarely have co-presenter contact information so we are depending on you, as the main presenter, to be that contact person on our behalf.
18. There is no way to estimate how many teachers will attend your presentation, but it is probably a good idea to plan for about 25 attendees.
19. **You will need to make your own copies of your materials.** We will not have the ability to make multiple copies for you.
20. **If you provide us with electronic copies of your materials (power points, handouts, etc...) we will post these on our website after the conference for anyone who might need them.** You can email this to the Presenter contact person. This will help provide copies of your material to folks who could not get copies at your presentation for whatever reason.
21. **Keep looking back at the Presenter page of the Colorado Science Conference website for updates.** We will post the At-A-Glance and the entire Program Book as they become available. This is how you will find your session time and room location. Please be aware that once these times and rooms are assigned that no changes can be made. Any special requests for room size or session times must be made in your original proposal. We will make every effort to accommodate your requests, but please understand that there are many presentations and presenters that we need to take into account and not every request can be granted.