



TACRAO 2009, November 7-11, 2009, Lubbock, Texas

GUIDELINES FOR PRESENTERS

Workshops and program sessions are the most important parts of the Annual Conference. As a presenter, you have a special responsibility since the success of the conference is largely based on your preparation and delivery. TACRAO has developed the following guidelines to help you have a successful session or workshop.

1. Notify your TACRAO contact, program committee member or chairperson if you will be unable to make your presentation. If unsure, contact Dave Stones, President-Elect, at stonesd@southwestern.edu.
2. Note that all conference sessions are at the Lubbock Civic Center. Conference hotels are the Overton and Holiday Inn & Towers. Shuttles run from the Airport for both hotels, and from the Overton to the Civic Center. See <http://www.depts.ttu.edu/registrar/tacrao09/> for all conference information.
3. Standard A/V equipment includes a podium, microphone based on room size, LCD projector, and screen in each room. Presenters must generally supply their own laptop. Internet access SHOULD be available, but presenters should always have backup slides.
4. Prepare a brief resume and forward to the moderator of your session to be used for introductions.
5. Pattern your presentation to meet the anticipated audience needs and expectations based on the program description published in the conference program.
6. Contact co-presenters for the session (if any) to make sure material is not redundant and flows together as an integrated whole.
7. Prepare an adequate number of handouts (strongly encouraged). Participants are disappointed if no handouts are available. Average audience size will be between 50 – 75 participants.
8. Stay within the time limit specified for the session, or for your part of the session if there are co-presenters. All sessions are set to be 50 minutes in length. Be sure to allow time for questions as appropriate. Be prepared, enthusiastic, and ready to field questions.
9. **Non-Member Presenters:** We will only provide a name badge for the day of your presentation. If you wish to attend the entire conference and participate in the special events and meals, you must register and pay the registration fee unless approved otherwise. If your request for travel reimbursement has been pre-approved, please secure and complete the TACRAO Travel Expense Voucher at the conference registration desk (it should be in your packet) and forward it with your travel receipts to **Dewayne Gragg, TACRAO Treasurer, Vice President, Enrollment Management and Institutional Studies, Navarro College, 3200 West 7th Ave., Corsicana, TX 75110.**

Once again, Thank You!