2015 APPALACHIAN TEACHING PROJECT

CONFERENCE REMINDERS

CONFERENCE REGISTRATION

- Please make hotel reservations and send names of participants to Ruth Hausman at hausman@etsu.edu ASAP. Be sure that the names are spelled exactly as they should appear on the name tags. THE DEADLINE FOR BOTH IS WEDNESDAY, NOVEMBER 11, 2015.

PRESENTATIONS, TIMEKEEPING, AND CONFERENCE ETIQUETTE

- During breakfast on Friday and Saturday, students should load their presentations on the laptop provided at the podium.

- Remember that all students must be active participants/speakers in the presentation.

- As with last year, presentations will be video recorded, and these 15-minute videos will be posted to the ATP website.

- As always, the two-day schedule is tight, so presentations will be timed and should be kept strictly to 15 minutes. At the 15-minute mark, the time keeper will signal the group to conclude and leave the stage.

- Please coach your group on its presentation prior to the conference. If the group needs a final run-through, the Lincoln Room has been reserved on Thursday and Friday, December 3 and 4, 2:00 pm – 8:00 pm, so groups can practice their presentations. Groups must sign up for a specific time slot with Ruth Hausman prior to the conference.

- At the March 28, 2015, mid-year faculty directors meeting, everyone agreed that conference etiquette, courtesy, and professional behavior must be addressed. We will put reminder cards on every table, but this issue is best handled by faculty directors with their students. Issues include:
  - Being sure that all students and faculty are in the room for all presentations. In 2014, some students and faculty left the room when their presentations were complete; in one case, students on the podium were presenting to a half-empty room.
Reducing the student/faculty traffic (phone calls, conversations) outside the room while other students are presenting. This is a perennial problem, but it seemed worse in 2014.

Tweeting and using cell phones and social media during breaks only.

### STUDENT WRAP-UP SESSION

- Each faculty director should send to Roberta Herrin at herrinr@etsu.edu (no later than November 11) the name of the student who will represent that institution during the student wrap-up at the conclusion of the conference on Saturday, December 5.

- Students will be asked as a group to consider the following question: “How has your work in Appalachian communities informed or shaped your perception of leadership in the region?” Please discuss this question with your group (and your student representative) prior to the conference. The question is also posted to Facebook.

### POSTERS/TABLE DISPLAYS

- Each institution is required to display a poster on tables provided in the meeting room; some schools may have to share tables. Posters should document and explain the ATP project. During breaks, at least one student representative must be present at the table to answer questions and engage with conference participants.

- Opportunity to promote graduate offerings: Please bring materials related to your institutional graduate programs/offers in Appalachian studies, which can be displayed on your poster table. The ATP Conference provides all participating institutions with a ready-made recruitment venue.

### SCHEDULE AND AGENDA

- The agenda and all conference information can be found at ETSU’s Appalachian Teaching Project Annual Conference webpage.

- Breakfast and lunch are provided on Friday and Saturday. All other meals are on your own.

- The directors meeting will be in Chesapeake Salon A on Friday at 1:00 pm. One representative from each institution should plan to attend.
• Q&A session “partners” are posted on the web along with the project descriptions. As in the past, each school is paired with a specific institution to facilitate the Q&A session. For example, ETSU students will make the first presentation, and IUP students will pose questions to ETSU students during the Q&A. Please visit this site for project summaries and pairings at ETSU's Appalachian Teaching Project Annual Conference webpage.

• We ask you to encourage students to communicate with their Q&A “partners” prior to the conference via e-mail and/or Facebook.

• ALL students are encouraged to pose questions during the Q&A sessions, in addition to the assigned “partners.”

PHOTOGRAPHS

• As with last year, photos will be taken during breaks. At the first break (10:45), all students who present on Friday should meet for group photos in the space near the elevators. At the lunch break (12:15) all students who present on Saturday should meet for their group photos, near the elevators.

• We ask also that you send us snapshots of students out and about in D. C. so that we can represent the full range of activities on our webpages (well . . . maybe not the FULL range).

HOTEL ETIQUETTE

• The Crystal City Marriott is a non-smoking property. Please remind students that the hotel will charge $250 for smoking in the rooms and that the grant will not pay for this charge.

• Also, encourage them to be polite to other guests and to respect after-hours quiet.