

University of Nebraska - Lincoln

DigitalCommons@University of Nebraska - Lincoln

POD Network Conference Materials

Professional and Organizational Development
Network in Higher Education

1990

Guidelines for the 1990 Conference Presenters

Follow this and additional works at: <http://digitalcommons.unl.edu/podconference>



Part of the [Higher Education Administration Commons](#)

"Guidelines for the 1990 Conference Presenters" (1990). *POD Network Conference Materials*. 188.
<http://digitalcommons.unl.edu/podconference/188>

This Article is brought to you for free and open access by the Professional and Organizational Development Network in Higher Education at DigitalCommons@University of Nebraska - Lincoln. It has been accepted for inclusion in POD Network Conference Materials by an authorized administrator of DigitalCommons@University of Nebraska - Lincoln.

GUIDELINES FOR THE 1990 CONFERENCE PRESENTERS

When POD members are asked to describe really good POD concurrent sessions, words such as "interactive," "innovative," "collegial," and "participatory" spring to the lips. In order to have sessions reflect those qualities which POD members value and also to promote some consistency among such diverse and creative presentations, the POD Program Committee asks session presenters to keep in mind the following guidelines.

As you prepare:

1. Stick to the original overall design of the proposed session--yours was selected based on the topic and format you proposed and how it fit into the general program. You may, of course, make minor modifications as needed.
2. Keep the ideals of POD programs in mind as you prepare: turn theory into action; make your sessions practical and interactive; teach a new skill; help participants network; etc.
3. Edit your presentation so that it is non-sexist and non-discriminatory in examples and language. The program committee has make cultural diversity a priority for the conference program, and we want to ensure that this priority is reflected in individual presentations.

At the Conference:

5. Start your session on time. We have allowed time between sessions for movement from room to room.
6. Arrive at the site for your session a little early. A few minutes prior to your session, monitors will be checking your room to determine if the AV equipment you requested is there and ready for use.
7. Help the Program Committee gather feedback. Conference monitors will see that you receive an evaluation questionnaire prior to your workshop for you to distribute and will pick these up at the end of the time period. The evaluation will include questions focusing on whether the session:

related to the overall conference theme;
offered fresh, significant perspectives;
was well designed and had interactive components;
was useful/applicable to participants and their work;
was skillfully done; and
had valuable handouts and supplementary materials.

Finally, in response to inquiries, we must point out that POD does not and cannot provide financial assistance to conference participants who present concurrent sessions.

Any problems or questions? At the conference, contact Marilyn Leach, or a member of the Program Committee listed in your conference program.