



Association of International Education Administrators
Leaders in International Higher Education

2012 AIEA CONFERENCE
IMPORTANT INFORMATION FOR SHOWCASE PRESENTERS

All showcases take place on Tuesday, February 21 from 1:45-3:15pm.
Please share this information with your fellow presenters immediately.

Important: If you or your fellow presenters are involved in multiple showcases, please make sure that each showcase is covered.

2012 Showcases

<http://aieaworld.org/events/2012PresenterToolkit.htm>

(Please see 2012 Sessions and Showcases pdf)

The showcases will be the main event during this time slot, although there are a few other sessions scheduled at the same time to accommodate the number of conference attendees. During the showcase, you will be assigned a roundtable for informal discussions with participants, who may choose to engage with one showcase session only or move around to multiple showcase sessions depending on their needs and interests.

Reminder that no formal presentation is needed for showcases since the main feature of the showcase is to engage in informal, substantive dialogue with attendees. You are encouraged instead to prepare a large representation of your information (preferably a tabletop tri-fold display – see below for dimensions) along with a handout (it is recommended to have at least 20 copies of your handout), summarizing key points.

Kindly remember that all presenters are requested to refrain from promoting any product, company, or service during their showcases.

If you have any questions about your showcase presentation, please contact rosemary.holland@duke.edu.

Dimensions Guide

Roundtable diameter: 66" (168 cm.) (JW Marriott Hotel, Washington, DC)

Suggested tabletop trifold display sizes:

52" wide x 24" high (132 cm. wide x 60 cm. high)

OR 72" wide x 48" high (182 cm. wide x 122 cm. high)

If it is not possible for you to bring a tri-fold display, you will need to create a poster (on posterboard) using the dimensions below and you will need a tabletop easel. If you are unable to bring your own tabletop easel, please email rosemary.holland@duke.edu by FEBRUARY 1 to reserve one.

Suggested poster sizes:

18" wide x 24" high (46 cm. wide x 62 cm. high)

OR 24" wide x 36" high (62 cm. wide x 90 cm. high)

Participants List:

The conference participants list is available at

<http://www.aieaworld.org/events/conf2012.htm>. This will be updated after registration closes on January 26.

Thank you again for your participation in the 2012 AIEA Conference Showcases.

We look forward to seeing you there!