



Association of International Education Administrators
Leaders in International Higher Education

2013 AIEA CONFERENCE
IMPORTANT INFORMATION FOR SESSION CHAIRS/PRESENTERS

Session Logistics

- A/V: Please remember to bring your own laptops for your presentations. (LCD projectors will be provided). *Please note that we will not be able to provide any internet connection.*
- Q&A: Please allow ample time for discussion/Q&A in your session – your participants will be expecting this!
- Handouts: Please remember to bring at least 50 copies of any handouts you would like to distribute during your presentation.
- Please note: Media personnel may be present in sessions and roundtables. Please be sure to notify your participants at the beginning of the session.
- Evaluation Forms: You will be given a Chair packet for your session containing evaluation forms that should be completed by session participants at the end of your session. Please include one copy of your session handouts in this packet, along with the completed evaluation forms, and note down the number of participants in the space provided. Please turn this envelope in to the registration table as soon after your session as possible. You may also turn in remaining handouts to the registration area for those who missed your session and we will place these where other conference participants can pick them up. (These instructions will also be found on the label on your packet.)

The results of these forms will not automatically be sent to you but you are welcome to request those after the conference by emailing aiea@duke.edu.

• URLs – Deadline February 8

AIEA requests that Chairs post session handouts /PowerPoint presentations to their own websites and then send AIEA the URLs for posting on the AIEA website. For those who prefer AIEA to post the sessions for them, we would need the materials sent to us in pdf format by February 28 or sooner.

- **PowerPoint Slide Template**

Please make sure to use the AIEA slide template for any PowerPoint presentations – please see <http://aieaworld.org/events/2013PresenterToolkit.htm>

Participants List

The conference participant list is available at:

<http://aieaworld.org/events/2013-conference.htm>

This will be updated after registration closes on January 25.

We look forward to seeing you at the conference!