

AMTE Conference Presenter Information

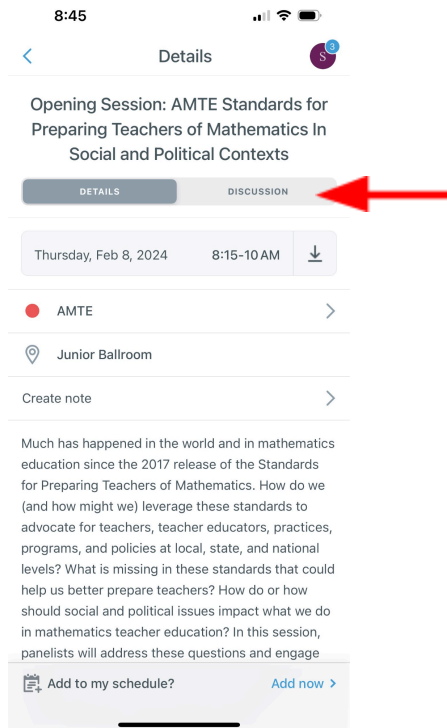
For the 2024 AMTE conference speakers will be able to bring in remote co-presenters and all presenters will be able to interact with AMTE members asynchronously about their sessions. Some preparation work is needed on the part of presenters so that these new components work successfully; we ask that presenters complete this preparation work by **January 30**. This guide covers how to prepare for and interact in the asynchronous component of the conference, how to bring in remote co-speakers, room audio and video set up, accessibility tips, and inclusive conference norms.

Asynchronous Interactions

AMTE encourages presenters to interact asynchronously about their session with members who are not able to attend the conference or who are unable to attend their session. This is a way to address issues of equity by allowing conversations about our conference sessions to become accessible to a larger audience. Presenters will also have the opportunity to disseminate their work more broadly.

Here's how presenters can participate in asynchronous interactions:

- By January 30, upload a session handout using the instructions below.
- We encourage presenters to make a 5-7 minute video about their work. Please store the video yourself (for instance on YouTube or Google Drive) and include the link to the video in the session handout. Please DO NOT upload the actual video to the session handout folder. You can also provide links to slides or other materials if you would like in the session handout. We encourage presenters to upload their video to YouTube to include on a **2024 AMTE Annual Conference** playlist, but this is not required. Directions for uploading a YouTube video to be shared on the 2024 AMTE Annual Conference playlist can be found at the end of this document.
- Interact with members about your session via the conference app from February 2-16.
 - We encourage presenters to log in regularly to engage in interactions.
 - Interactions will take place using the discussion feature within a session on the app. You will need to select your session to locate the discussion (see below).



Uploading Session Handouts

Providing handouts via the conference app provides many benefits for presenters and participants. The conference app will be available before and after the conference and is accessible to all conference attendees.

- Presenters who would like to share a handout via the Guidebook app (which may include a video link) should upload their session handout as a PDF document to this [Google Drive Folder](#).
- Please use this naming convention: Session#.Title.Last Name of Lead Presenter (e.g., 062.MySessionTitle.Smith). Session numbers can be found in the conference program and app.
- To guarantee that handouts are linked to a session in the app *in time for the asynchronous interaction* period, they must be uploaded to the Drive Folder by Tuesday, January 30. If handouts are uploaded after this date, we get them linked as soon as possible.
- To guarantee that handouts are linked to a session *by the start of the conference*, they must be uploaded by February 2. Handouts uploaded after this date will still be available to conference attendees in the Drive folder (via a link to this Google folder in the app).

Bringing in Remote Co-presenters

In-person presenters are welcome to connect with remote co-presenters via Zoom (or a similar platform) **for their own session only**. If you wish to do this, the in-person presenter(s) should provide their own link for the remote presenters. ***We will not have conference staff available to assist with remote presenters.*** We encourage you to arrive to your session early to set up and test the connection.

Audio and Video in Breakout Rooms

- All rooms will be equipped to share audio and video from the presenters' computer. Larger ballrooms will have stage speakers near the podium as is typical for larger presentation type rooms. Other smaller rooms will have audio through the projectors which have internal speakers. If you wish to bring your own smaller travel sized set of speakers for audio purposes, you are more than welcome to do so but they are not necessary.
- All rooms will be equipped for video projection connections via HDMI. If you require a different/special connection, it is completely up to the speaker(s) to bring their appropriate dongle to allow their laptop/device to connect via HDMI. AMTE and the conference hotel will not have various dongles available for non-HDMI equipped laptops.

Accessibility with Technology

To be inclusive to the needs' of participants of your session, please consider the accessibility of your presentation. Here are some tips you might consider:

1. Add real-time closed captioning to your presentations. Here are directions for [Google Slides](#) and [Microsoft Powerpoint](#).
2. Ensure any video or audio that you may play has subtitles. You may also consider having a transcript of the video or audio to share in lieu of subtitles.
3. Use a microphone if available in the room.
4. Ensure that any handouts or links are easily accessible and can be opened by participants. For this, we recommend that you use the conference app to share handouts, files, or links. If you have a QR code, please provide a short link because not everyone has a smart device in the sessions.
5. Accompany visual representations with key text information. This dual coding makes the visuals more comprehensible for participants.
6. Ensure proper text size and color combinations for readability. For more information consult <https://udlguidelines.cast.org/>.

Inclusive Conference Norms

- Please review and adhere to the [Inclusive Conference Norms](#) that AMTE leadership has developed to provide the best conference experience for all of our attendees.

Room Setup and Capacity

Floor	Space Name	Capacity	Set Up
1	Junior Ballroom F	470	Front half of room set with classroom style tables with 3 seats per table; back half of room set theater style
1	Junior Ballroom G	470	Front half of room set with classroom style tables with 3 seats per table; back half of room set theater style
2	Salon 11	48	Table at front for speaker laptop materials; crescent rounds for attendee seating
2	Salon 12	48	Table at front for speaker laptop materials; crescent rounds for attendee seating
2	Salon 13	30	Table at front for speaker laptop materials; crescent rounds for attendee seating
2	Salon 14	30	Table at front for speaker laptop materials; crescent rounds for attendee seating
2	Salon 15	30	Table at front for speaker laptop materials; crescent rounds for attendee seating
2	Salon 16	30	Table at front for speaker laptop materials; crescent rounds for attendee seating
2	Salon 17	30	Table at front for speaker laptop materials; crescent rounds for attendee seating
2	Salon 18	30	Table at front for speaker laptop materials; crescent rounds for attendee seating
2	Salon 19	30	Table at front for speaker laptop materials; crescent rounds for attendee seating
2	Salon 20	30	Table at front for speaker laptop materials; crescent rounds for attendee seating
2	Salon 21	30	Table at front for speaker laptop materials; crescent rounds for attendee seating
2	Salon 22	40	Table at front for speaker laptop materials; Half of the room classroom style 3 seats per table, theater style other half of the room
2	Salon 23	40	Table at front for speaker laptop materials;

			Half of the room classroom style 3 seats per table, theater style other half of the room
2	Salon 24	44	Table at front for speaker laptop materials; Half of the room classroom style 3 seats per table, theater style other half of the room

Uploading a YouTube video to be shared on the 2024 AMTE Annual Conference Playlist

1. Login to your Google account.
2. Navigate to [YouTube Studio](#).
3. In the top right corner click "CREATE" and select "Upload videos".
4. Select your video file to upload.
5. Title your video using your session number, session title, author last names, and AMTE 2024 e.g. *AMTE 2024 Session 60: First Year Teachers' Sophisticated Views of Equitable Mathematics Instruction, Rupe & Woods*
6. Paste all session information in the description, include any links to relevant websites, materials, etc. that you would want to include e.g.
 - a. Session 60 Professional Development Individual Session First-Year Teachers' Sophisticated Views of Equitable Mathematics Instruction
Kathryn Mary Rupe, Western Washington University
Dawn Woods, Oakland University
This session will share findings from an induction program for first-year K-8 mathematics teachers, including ways in which their views of equitable mathematics instruction evolved over their first year teaching. Connections to participants' contexts, voices, and experiences will be made.
7. For Audience, select the option "No, it's not made for kids"
8. Click Next
9. If you have subtitles that you would like to add you can upload them on this step. YouTube will automatically generate captions for your video when a viewer selects the closed captions option while viewing the video, but they might not be as accurate as you would want them to be.
10. Click Next
11. Select "Public" or "Unlisted" so that viewers of the 2024 AMTE Annual Conference playlist can view it.
12. Click Save
13. Copy the video link and preview it in a new browser window to check your settings and descriptions. If you need to change anything, select the "Edit Video" button.
14. If everything looks good, share your YouTube video link to [this Google Form](#)