

Dear Presenter

We are sure you will be very excited now just a few days away from 21CLHK and I wanted to share some final information with you that will help you in the final build up to the conference.

### **Conducting your Workshop**

The room number where your workshop will take place will be published on the schedule during the conference week. Please note, that rooms are allocated based on the number of participants who have expressed an interest in attending your session on Sched. We may change room allocations up to and including the day before the conference so please check carefully on the day of our presentation.

All presentation spaces have projectors and sound and the standard hookup is HDMI. **Important: No dongles will be provided so please bring anything you need to connect to the projector along with you. If you prefer to use a remote pointer/slide changer then you also should also bring your own. There is audio in the room.**

We also suggest that you reach your workshop venue **10 minutes before** your scheduled presentation time. This will ensure that you have sufficient time to test all the devices you plan to use during your workshop including your connection to the projector. If you have trouble connecting find a member of conference staff that will be wearing black tee shirts and they will find and connect you with AV Staff.

We have a private high speed network in the conference area but we would still strongly recommend that if you have any video materials which are critical to your presentation download to your device in advance. And test to ensure it is working properly.

### **Room Arrangement**

Feel free to change the setup of the tables and chairs in your allocated room based on your preferred style. However, once your workshop has finished, please make sure that you rearrange the room based on the original seating arrangement.

### **Presentation Cover Slides**

To create consistent branding and “user experience” at the conference we would ask that you add the conference cover and closing slides to your presentation. If you don't plan to use slides then please display the cover slide on the projector while participants are arriving. You can find the slides for Keynote, Powerpoint and Google slides [here](#).

## **Your Presentation**

It's not possible for attendees to be at every presentation, so we ask presenters to share their slide deck, and any other resources used, with conference attendees only. **Please do this by uploading to the Sched.** You can share any resources that you believe would be beneficial to conference delegates (ie: handouts, slides, etc.)

We would also recommend that you review your slides to ensure that they are not text heavy and that all text is easily readable. We want your attendees to enjoy a great experience when you are presenting!

## **Updating Your Sched Profile**

If you haven't had the time to update your profile on Sched, this would be a good time to do so. Updating your profile allows delegates to find out more about your background, and helps with networking at the Conference.

Regards

**21st Century Learning Team**