

Proposal Submission/Presenter FAQs

Application Process

When is the deadline for submitting a session proposal?

A completed proposal application must be submitted by June 1, 2017 to be considered. Submission received after this date will be retained for future consideration to fill vacancies should they arise. Submission of a completed proposal application does not guarantee selection.

When will proposal selection occur?

Selections will be made by August. All proposal submissions will receive an email stating whether or not the submission has been selected.

How will proposals be evaluated?

Presentations will be reviewed according to the rubric found on the presenter page.

Are vendors/exhibitors allowed to present?

Vendors/exhibitors may be selected to present in the AIE exhibitor-designated areas. Be sure to indicate whether or not a product or service is being sold on the proposal form.

Will feedback be provided regarding submission on proposals not selected?

Feedback is not provided regarding the reasons proposals were not selected. If not selected, AIE encourages future submissions.

After Selections

What occurs when a proposal is selected?

All presenters will receive an acceptance email by August.

The primary presenter and one co-presenter will receive free registration, plus hotel and parking fees the night before their presentation. For a panel session, the conference will cover the costs listed above for the primary presenter and up to four co-presenters.

Travel costs are not covered for presenters.

If a proposal is selected, how will presenters be registered?

Presenters will be registered by Region 13 staff. Presenters will receive a confirmation email from Region 13's E-Campus system confirming they were successfully registered for the conference. Additional questions can be addressed by April Briscoe at april.briscoe@esc13.txed.net

Why do presenters need an E-Campus account?

Region 13 Staff will need the presenter E-Campus account to register. Presenters should have an E-Campus account if they have:

- Attended/presented at the AIE or TSI Conference
- Participated in any event or workshop at ESC Region 13

Having trouble accessing your E-Campus account?

Region 13 Staff Development at staffdev@esc13.txed.net will be happy to assist in locating account information. Do not create another account.

How do presenters create an E-Campus account?

Visit <http://ecampus.esc13.net> and click on "Set up new account", and follow the steps listed on the site.

If a proposal is selected, how will presenters book a hotel room?

Presenters must reserve their own hotel through the reserve page on the AIE website, using their own credit card. At time of check-in, AIE will place room charges on its master bill. AIE will cover hotel and parking fees for the night before the presenter(s) breakout session. All incidentals will be covered by the participant.

What should a presenter do if he/she cannot attend?

AIE depends on presenters to make the conference a success. If an emergency arises and a presenter is unable to attend, AIE encourages the presenter to find a replacement. Call 512-919-5141, Monday–Friday, 9:00 AM–5:00 PM to convey substitution name and details.

How often will presenters receive news and information?

Conference staff will send monthly emails communication to all presenters with updates and friendly reminders about expectations. Examples of e-mail details include conference app additions, frequently asked questions, on-site information, and more.

When Attending as a Presenter

What is the mission of the conference?

Conference mission: Connecting leaders to inspire accountability, innovation and possibility for school improvement through partnerships and research-based best practices.

When and where will the conference be held?

The conference is September 26-27, 2017 in San Antonio, Texas at the Henry B. Gonzalez Convention Center located at 200 East Market Street, San Antonio, TX 78205.

Is transportation provided to the Henry B. Gonzalez Convention Center?

Shuttles will not be provided this year as all hotel blocks are within walking distance of the conference. For information regarding directions, maps, and parking for the Henry B. Gonzalez Convention Center visit: <http://www.sahbgcc.com/>

What social media and networking opportunities will be available for presenters?

Presenters have a unique opportunity to network with attendees, as well as with other presenters. Social networking also serves as one of the ways that the AIE Conference staff communicate with you.

AIE encourages all presenters to download the AIE app when available and utilize Twitter (@AIEconf), facebook (@AIE) and Instagram (@AIEconf).

Should presenters brand session handouts/presentation?

To help create a more cohesive theme and brand, AIE has developed PowerPoint templates. Though not required, the AIE branded PowerPoint template is highly encouraged.

Please note the projectors will be set in a 16:9 aspect (widescreen) so presentations should be designed with this in mind.

When will presenters receive room assignment?

All presenters are asked to check the conference app regarding session details and information as to the time and place of presentations. Unless otherwise noted, room assignments will be set theatre or classroom-style.

Though not expected, sometimes it is necessary to change presentation dates and rooms. Please check the app for updates.

Is there a presenter ready-room?

AIE Conference provides a presenter ready-room for all presenters, and will be open for the duration of the conference. The location of the presenter ready-room will be announced during monthly emails.

What standard AV equipment will be provided in the session rooms?

- One cart
- One projection screen
- One LCD projector
- One cord to connect a laptop to the projector (PC computers only). Mac users will need to bring their own video output adaptors to connect to the projectors provided.
- One wired lavalier and handheld microphone
- One presentation remote/clicker

What are the AV equipment expectations in the session room?

Audiovisual equipment will be set up prior to presentations. Presenters simply hook up a laptop or insert a jump drive into the provided computer to present. A/V technicians are on-site to help with troubleshooting. However, please note staff is limited and a backup plan is encouraged just in case staff arrives to help after your session time begins.

Is there wireless internet in the session rooms?

Session rooms have access to wireless Internet which is available throughout the Henry B. Gonzalez Convention Center. However, please be aware that all people in the convention center will be using it, and during peak periods connectivity may be difficult.

Will presenter handouts be provided to participants?

Presenter handouts will be provided digitally through the conference app. It is up to the presenter to provide hard copies of handouts.

Will there be a room facilitator assigned to my session room?

Facilitators are assigned to assist with setup, timing, hand out materials. Facilitators will also introduce presenters if requested and address questions as needed.

Who should presenters contact for additional questions?

Please contact the AIE Conference staff at AIEConference@esc13.txed.net.