Presenter Handbook

March 21 – 24, 2019 | Washington, DC

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When to Watch Your Inbox

Presenter communications will come via e-mail from either presentations@amshq.org or Jennifer@amshq.org.

November: A/V & room set-up request
January: How to upload your workshop handouts/materials to the conference app
February: Final Details (room assignment, anticipated attendance, etc.)

Conference Hotel

Washington Marriott Wardman Park, 2660 Woodley Rd NW, Washington, DC 20008

Presenters were notified in July that hotel reservations were open. They are now open to all attendees. Booking information for the Marriott and our overflow hotels can be found [on our website](); reserve online or by phone. If you reserve by phone at one of our overflow locations, be sure to mention the American Montessori Society while booking in order to receive our room rate. [Directions and parking information]().

Registration

All presenters must be registered for the conference, at least for the day of their presentation. A maximum of 2 presenters per workshop can receive a complimentary full-conference registration. If you have not received the confirmation email, it may have gone to your spam folder, or your workshop may have exceeded the 2 complimentary registrations per workshop. If you have any questions, please contact presentations@amshq.org.

The complimentary full-conference registration provides you access to all free, non-private events: workshops in sessions 1 – 11, networking sessions, keynote addresses, and the Welcome Bash. To add ticketed events to your registration (Wednesday workshops, school tours, DC tours, Springtime Fancy, the MP3, etc.), you may add these events to your registration by logging onto the AMS website and adding them to your cart.

Guest Participants
Guests must be announced and approved by AMS. They can be students or parents that are only coming on-site to participate in and add content to your workshop. Guests could also be helpers, who will assist with the set-up of this specific workshop only. If your workshop has 2 or more presenters, a guest-helper is probably not necessary. Guests are not given conference badges as they are not attendees and will not be given access to other events. If guests would like to participate in any other aspect of the conference (e.g. the Exhibit Hall, workshops) or earn CPD hours, they are required to purchase a conference registration.

Access by Minors
The Montessori Eventis an event for adults who are passionate about the education of children. No person under age 18, including infants and toddlers either handheld or in carriers, will be permitted in the Exhibit Hall or in conference sessions (unless part of the program). This policy is in effect to address safety concerns as well as to ensure the professional nature of the event. As sessions are frequently at capacity, this helps to ensure that paying attendees have access to event content to the fullest extent possible. We ask all presenters and attendees to honor this policy as we strive to create an optimal conference experience. Student participation in workshops requires pre-authorization and submission of a signed waiver and permission forms.

The Conference App

This year, AMS has partnered with CVENT Crowd Compass to build our conference app. The app will be available to download in January and will allow you to access the conference schedule from your phone without the use of data or Wi-Fi. You will receive updates and announcements when you re-connect to the Internet.

Once you're logged in, you can:
- Update your profile and add a photo
- See the workshops you're scheduled to present
- Add presentation handouts and/or slides
- Share your workshop/event on social media sites

Handouts
The app allows you to upload your handouts and/or presentations directly to your workshop and make them immediately available to attendees. We strongly recommend that you plan to have your handouts finished in February, and uploaded no later than one week before the Event.

Expressions of Interest
The app allows us to see how many attendees have expressed interest in your workshop. By building your own schedule, you express interest in the events you plan to attend. Start by adding your own workshop to your schedule. Expressions of Interest are vital for conference planning. Knowing how many people are likely to attend an event enables us to pick the right size room for it—an important step in assuring your comfort and helping us to avoid overcrowding.

Audio/Visual

Each workshop/event will receive an A/V request in November, which will allow you to request a projector, amplified sound, and/or internet access for your laptop. AMS does not provide laptops or computers.

Connecting your Laptop to the Projector
AMS provides LCD projectors for you to use upon request. If you plan to use a projector for your workshop, please bring your own laptop and power cords—they are not provided by AMS or the hotel. All of the projectors have a VGA connection (pictured below), and come with 1 VGA-to-VGA cable to connect to laptops. If your laptop does not have a VGA display port, then you will need to bring your own VGA adapter.

You can find VGA adapters that connect to HDMI, USB, or Thunderbolt ports (among others). These adapters will not be available on-site. It is your responsibility to bring the correct adapter for your laptop. Some examples are pictured below:

HDMI to VGA adapter *(above)*

Mini-Display (Thunderbolt) to VGA adapter *(above)*

USB to VGA Adapter *(above)*

Microphones

The use of a microphone is required for workshop recording purposes. Unless otherwise indicated, all workshop rooms will come set with a podium and podium mic. The podium mic is multi-purpose—it can also be used as a table-top or hand-held mic.

Additional mics may be provided depending on the number of presenters and panelists. If your workshop has a panel, tabletop mics will be provided. 4 is the maximum number of mics per room.

Lapel mics are wired to a battery pack, which will be clipped on your person. If you choose to use lapel mics, know that you will need to have a pocket or a place on your person to clip/carry the battery pack.

Internet Connection

Workshop rooms are different at every hotel. We will not be able to inform you as to if we can provide you with Wi-Fi or a wired connection to the Internet until it gets closer to the Event. The access you are given will be for the presenter's laptop only, and should not be shared with attendees to protect the bandwidth—to ensure your presentation runs smoothly.

VIP Hospitality Room

AMS has created a space for you to prepare while on-site! Presenters and panelists are invited to use this room to get ready for your workshop, meet with your co-presenters, and/or mingle and network. This room will be equipped with tables, chairs, beverages, and light snacks. This room will also be shared with exhibitors and the DC Local Host Ambassadors.

Hours: Thursday through Saturday from 7:00 AM to 7:00 PM

Room Setup, Assignment & Access

Room Set-Up
All rooms will be set up with theater style seating unless otherwise indicated. Theater style (rows of chairs facing forward) accommodates the maximum number of attendees. Requests for setups that provide fewer seats are reviewed, but cannot always be accommodated—included in the November A/V request. Room size and overall attendance will limit our ability to offer alternative set-ups.

Alternative set-ups: Classroom (rows of tables facing forward), Rounds (round tables with chairs), Space for Movement (fewer chairs to allow space for participants to get up and move).

Room Assignment & Early Room Access
Your room assignment, early room access window, and other final details will be sent to you in February. Depending on your workshop start time, you will have early access to your room 30 minutes to 1 hour prior to your workshop. During this time, an A/V person will be by to check on your set-up. Please remember that there is 1 A/V person per 6-7 presenters, so they may be helping another presenter in the next room. To assist you, workshop monitors are assigned to each workshop.

Workshop Monitors

All of the workshop monitors are conference attendees who have chosen to volunteer their time in support of the Event. Each workshop will be assigned 1 – 2 monitors who will show up to your workshop about 15 – 20 minutes prior to its start to assist you with A/V and room set-up needs. As attendees arrive, they will also be welcoming attendees and monitoring the badge scanners. Monitor responsibilities include: assisting with finding A/V assistance, assisting with badge scanners, and distributing handouts. Monitors will not introduce presentations.

Badge Scanning

If you need the CPD credit, please remember to scan your badge before or after your workshop. If you miss your scan, we can manually add your workshop to your CPD history. To do so, reach out to AMS staff on-site, or presentation@amshq.org, when you get the chance.

In order for The Montessori Event to be accepted by as many states as possible as a valid CPD earning event, AMS will continue to scan badges as proof of attendance. You may scan your badge as you enter or leave a workshop, but only 1 scan per workshop is necessary.

International Attendees

AMS welcomes over 100 international attendees to our annual conference each year, and the international draw is expanding. We're delighted to reach and represent a global community. To accommodate our 2 major international groups, AMS provides a workshop track presented in Spanish and a track of workshops interpreted into Mandarin Chinese.

Spanish Workshops
1 workshop in sessions 2 – 11 is being presented in Spanish. These workshops are listed on the conference schedule.

Mandarin Interpretation

1 workshop in sessions 1 – 11 is selected to be simultaneously interpreted into Mandarin. These workshops are listed on the conference schedule.

If your workshop has been selected and you have questions, please contact presentations@amshq.org. The interpreters will need copies of your presentation and handouts to follow along during your workshop. AMS will reach out to you for these materials in February. These materials aid in speedy and accurate interpretation. For tips on working with an interpreter, please read this short article: http://www.metaphrasislcs.com/tips-for-speakers-working-with-interpreters/

Presenter Acceptance Form

Thank you again for accepting our invitation to present at The Montessori Event. We have provided a copy of the acceptance form you submitted earlier this summer below. Please keep this for your records.

Complimentary Registration

- I understand that complimentary registration is non-transferable, and that I receive only one (1) complimentary registration, even if I am presenting more than one workshop.

Expenses

- I understand that expenses for travel, accommodations, and workshop materials are the responsibility of the presenter(s).

Sales

Under no circumstance may a presenter promote a product, service, or anything else representing monetary self-interest.

- I understand that my workshop is a noncommercial forum and that promotions of any commercial products or services can only be done by purchasing space in the Exhibit Hall or a conference sponsorship.

Audiovisual Equipment

You will receive an email this fall with a list of audiovisual equipment and a deadline by which to respond with your requests. Please note that laptops, computer power cords, and adapters are not on this list and be must provided by the presenter(s).

- I agree to provide my audiovisual needs by the deadline requested and understand that costs for any audiovisual equipment requested on-site at the conference are my responsibility.
- I understand that Internet access may not be readily available in workshop rooms, and my workshop can be presented offline should an internet connection not be available.

Room Set-up

To accommodate the maximum number of attendees, workshop rooms will be set in theater-style, with chairs in rows facing the front and no tables for attendees. Exceptions to this rule will have been notified prior to completing this form.

- I agree that my workshop will adapt to a theater style set-up if my request for an alternate set-up cannot be accommodated.

Workshop Description and Presenter Information

AMS reserves the right to proofread and edit your workshop title/description and your presenter information as needed. We will email the copy (edited, as needed) for your review and approval this summer, along with a response deadline.

- I agree to review and send either my approval of the copy or my questions/comments by the specified deadline. I understand that if I do not respond by the deadline I forfeit my right of approval, and that the copy will be published as edited by AMS.

Participation of Minors in Conference Workshops

- I understand that any participants in my workshop under the age of 18 must submit a waiver and permission form signed by their guardian. Should I want to have minors participate in my workshop, I agree to notify and obtain the necessary forms.

Permission to Record

Your workshop will be recorded for purposes of archiving of information, and will be included in the conference MP3 package that is available for purchase. A reminder that permission was given on the proposal submission, and that no monetary payments will be given to presenters for these sales.

Cancellation

Your workshop is an important part of our program. If circumstances arise and you are unable to present this workshop after accepting, immediately notify Jennifer Demel at jennifer@amshq.org