



ACTEM 2019

32nd Annual Education Technology Conference
October 10-11, 2019 • Augusta Civic Center

Presenter Information

Thank you for your interest in becoming a presenter at the 32nd Annual ACTEM Education Technology Conference.

The goal of the ACTEM Conference is to provide a wide-ranging professional development experience for Maine educators that will energize our attendees and encourage them to enhance their teaching and learning with new knowledge and skills.

Applying to be a Presenter

Workshop proposals must be submitted via our online form and should address the needs of today's learners, educators, and administrators by focusing on innovative and emerging trends as well as current practices. ACTEM is looking for a wide variety of presentations and presenters who are up to the challenge!

Help us make this year's version of the ACTEM Conference even better than ever!

Presentation Types:

One-Hour Breakout Sessions - These are the traditional conference sessions where a presenter introduces and discusses an idea, shares something that has worked for him or her, or inspires the participants to try something new. There may or may not be a hands-on component, but audience participation is encouraged.

Half-day, Hands-On Sessions - These are hands-on workshops where participants can dig deeply into a topic, try out new ideas, and create or develop something they can use in their schools.

Ignite Presentation (5-Minute): This is a fun and exciting way to share an idea. The presenter has 20 slides that are timed to change at 15-second intervals, for a total of five minutes. These are carefully designed, well-rehearsed presentations. For an example, check out this talk from Ignite Sydney: [Prisoners Who Code](#).

Application Process:

- Call for workshop proposals must be submitted online at: [Link Address?]
- You will receive a confirmation email when a proposal is submitted successfully.
- Call for workshop proposals will run from March 1st through April 30, 2019.
- Notifications of accepted proposals are announced in early June after the Conference Committee reviews all submissions.

Proposal Guidelines:

- Any educator is invited to submit a workshop proposal
- Workshop proposals must be submitted via the online form at the link provided.
- Please complete a separate online proposal form for additional workshops.
- Workshop Title – Should be short, no more than 40 characters
- Workshop Description – Also short at 1-3 sentences, no more than 450 characters
- Presenter and co-presenters must be submitted at time of application. Additional co-presenters may not be added at a later date.
- Vendor submitting workshop proposals please see the information below.

Presenter Perks:

Break-out & Ignite Presenters (and up to one co-presenter) are given a one-day complimentary conference registration for the day of your workshop presentation, as a thank you for being part of our conference program. One-day conference presenters may register for the second conference day at the early-bird registration rate.

Half-Day Presenters (and up to one co-presenter) are given a complimentary two-day conference registration, as a thank you for being part of our conference program.

Please Note: Annual ACTEM membership dues [usually included in our conference registration fee) is NOT INCLUDED as part of the complimentary registration for presenters. ACTEM's individual membership fee is only \$20 per year.

Additional co-presenters may be added to your workshop at the regular registration rate.

Vendor Workshop Proposals:

The ACTEM Technology Conference traditionally reserves a large percentage of workshop sessions to be presented by educators. Vendors may submit workshop proposals but are encouraged to partner with educators using their products or services.

Vendors wishing to present product/service demonstrations or informational sessions should contact ACTEM's Executive Director at director@actem.org to purchase workshop slots in the conference program for vendor sessions.

Equipment Provided:

ACTEM will have the following available for presenters in each workshop room:

- Projector & projection screen
- Set of speakers
- Hard-wired Internet connection for presenter
- Wireless Internet connection for participants

Please Note: Presenter are responsible for their own computer and any additional/special equipment necessary for their workshop presentation [Ex: Camera, High quality speakers, Microphones, Apple TV, Dongle to connect to projector, etc.]

Internet Access:

The Augusta Civic Center provides wireless Internet access in all workshop rooms, exhibit area and throughout the Civic Center. All workshop rooms will also have one wired Internet connection available for the presenter.

Contact Information:

For additional information or questions about applying to be a presenter, contact the ACTEM Conference Chair at: conference@actem.org