



MONTESSORI: INSIDE&OUT

Presenter Handbook

AMS 2018 Annual Conference
March 22 – 25 | Denver CO

Contents

- I. [When to Watch Your Inbox](#)
- II. [Conference Hotel](#)
- III. [Registration](#)
- IV. [Sched.com](#)
- V. [Audio/Visual](#)
- VI. [Presenter Lounge *New!](#)
- VII. [Room Setup, Assignment & Access](#)
- VIII. [Workshop Monitors](#)
- IX. [Badge Scanning](#)
- X. [International Attendees](#)
- XI. [Presenter Acceptance Form](#)

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

February: Final Details (room assignment, anticipated attendance, etc.)

Conference Hotel

Sheraton Denver Downtown, 1550 Court Place, Denver, CO 80202, 1-888-627-8405

Booking information for the Sheraton and our overflow hotels can be found on our website: amshq.org/2018conference. 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.

For directions and parking: <http://www.sheratondenverdowntown.com/hotel-directions>

The Sheraton is 2 buildings, the Plaza and the Tower Building. Workshops will be placed in both buildings, the general sessions will be in the Plaza Building, and the exhibit hall will be in the Tower Building. Floor maps and meeting rooms will be available closer to the conference.

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 – 7, Thursday afternoon workshops after 4 PM, networking sessions, keynote addresses, and the Friday Night Lively. To add pay events to your registration (Thursday morning workshops or tours, Springtime Fancy, MP3, etc.), please send your request to Presentations@amshq.org.

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 American Montessori Society Annual Conference is an event for adults passionate about the education of children. Due to the professional nature of the program, as well as for safety reasons, children under the age of 18, including infants and toddlers either handheld or in carriers, are not permitted in the Exhibit Hall or any conference events such as workshops, keynote presentations, and receptions. Children may distract speakers or presenters, disrupt other attendees, and/or adversely impact the quality of audio recordings of the events. We ask all presenters and attendees to honor this policy, as we strive to create the optimal conference experience. Student participation in workshops requires pre-authorization and submission of signed waiver and permission forms.

Sched.com

[Sched](#) enables you to create and print your own schedule for the conference. The native mobile app will be available for download in February. The native app allows you to access the conference schedule from your phone without the use of data or WiFi. You will receive updates and announcements when you re-connect to the internet.

Please do not edit your workshop description without notifying AMS staff. Workshops and events were chosen based on this description, so any changes should be brought to the attention of AMS conference staff immediately. While the essence of your workshop should remain as is, there is room to make the description more robust!

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
- View attendees who have added your workshop to their schedule
- Please do not alter your workshop description without notifying AMS staff

Handouts

Sched allows you to upload your handouts and/or presentations (50 MB max per file) directly to your workshop and make them immediately available to attendees. (Previously, these were hosted on the AMS website.) We strongly recommend that you plan to have your handouts finished in February, and uploaded no later than one week before the conference. Need help with this? Check out Sched's resources for speakers: <https://sched.com/support/section/speaker-tools/>

Expressions of Interest

Sched allows you 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, lapel mic, amplified sound 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 the 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 onsite. 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

All workshop rooms will come set with a podium and podium mic. The use of a microphone is required for workshop recording purposes. 4 is the maximum number of mics per room.

All mics are wired, including lapel mics (wired to a battery pack to be clipped on your person). The podium mic is multi-purpose—it can also be used as a table-top or hand-held mic. 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. If your workshop has a panel, 3 tabletop mics will be provided and 1 lapel mic.

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 closer to the conference. The access you are given will be for the presenter's laptop only, and should not be shared with attendees to protect the bandwidth—ensuring your presentation runs smoothly.

Presenter Lounge

New this year, AMS has created a space for you to prepare while onsite! Presenters and panelists are invited to use this room to prepare for your workshop, meet with your co-presenters, and/or mingle and network. This room will be equipped with tables, chairs, WiFi, outlets, beverages, and light snacks. Scheduled “quiet hours” are for those who need a space for quiet centering, relaxing, and practicing mindfulness. Hours will be posted on the door. We hope you enjoy this new addition!

Hours:

Thursday through Saturday from 7:00 AM to 7:00 PM
Sunday from 7:00 AM to 12:00 PM

Quiet Hours:

Thursday: 11:30 AM – 12:30 PM; 3:00 PM – 4:00 PM
Friday: 1:00 PM – 2:00 PM; 3:00 PM – 4:00 PM
Saturday: 1:00 PM – 2:00 PM; 3:00 PM – 4:00 PM
Sunday: 9:00 AM – 10:00 AM

Room Setup, Assignment & Access

Room Set-Up

All rooms will be set up 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 setup. 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, 2 workshop monitors are assigned to each workshop (1 for networking sessions), 1 of whom is tasked with requesting help from the A/V or AMS staff if needed.

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 2 monitors with distinct roles: 1 will show up to your workshop 20 minutes prior to the start to assist you with A/V and room set-up needs; the other monitor is tasked with retrieving the badge scanners and evaluation forms. Monitor responsibilities

include: assist in altering room set-up, finding A/V assistance, handing out and collecting evaluation forms, scanning badges, and passing around handouts. Monitors will not introduce presentations.

Badge Scanning

If you need the CPD credit, please request your badge be scanned by your workshop monitor either 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, or presentation@amshq.org, when you get the chance.

In order for the AMS Annual Conference to be accepted, by as many states as possible, as a valid CPD earning event, AMS will continue this year to scan badges as proof of attendance. The workshop monitors assigned to your room may scan badges as attendees enter or leave the room, but only 1 scan per workshop is necessary. The monitors are instructed to enter the room at the end of the workshop to scan all who remain to speak with the presenter.

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 two 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 each of the 7 sessions is being presented in Spanish. These workshops are listed on the [Talleres en español](#) page of the AMS Annual Conference website.

Mandarin Interpretation

1 workshop in each of the 7 sessions is selected to be simultaneously interpreted in Mandarin. These workshops are listed on the [Events in Mandarin](#) page of the AMS Annual Conference website.

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 their 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 2016 Annual Conference. We have provided 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 e-mail 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 must be 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. You will have the opportunity to request a different set-up when making your AV request, but requests are subject to space availability and are not guaranteed.

- 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 edit your workshop title/description and your presenter information. Our program book editor 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 jennifer@amshq.org 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