HBCU-FDN Faculty Development Conference

20 YEARS OF FACULTY PROFESSIONAL DEVELOPMENT OPPORTUNITIES

FACULTY DEVELOPMENT NETWORK

HBCU

HISTORICALLY BLACK COLLEGES & UNIVERSITIES

WELCOME

TARGET AUDIENCE

ROOM SET UP

CREATE YOUR CONCURRENT SESSION

Preparing your Concurrent Session

Congratulations! Your proposal submission has been selected as a concurrent session as noted on your acceptance letter. Your session is an opportunity to model your best practices in teaching and/or research. Sessions are intended to be informative, engaging, and based on sound educational theory and practice. The following will help you plan your session and make it a rewarding experience for you and participants.

Your primary audience members are college and university faculty and administrators who are at early career, mid-career and senior levels, and have been in higher education from a few years to 20 plus years. They expect to be active participants in the discussion and NOT lectured to for the full length of the session. The participants know a great deal and although they will respect you as the authority of the issue you are presenting, they will appreciate the opportunity to share and participate.

To accommodate as many people as possible, concurrent session rooms are set up in theatre style seating (i.e., no audience tables). Each room will be provided with a projection screen, one LCD projector with VGA cable, external speakers, and a wireless Internet connection. If needed, you must bring your own laptop/tablet and cables to bridge computer to VGA.
It can be very frustrating for you and your participants if there is a technical failure. We strongly recommend that you have a "Plan B" in case the technology won't work (for example, don't rely on your PowerPoint for a successful session; download any video or Internet screenshots to your hard drive in case the Internet connectivity is lost).

Participants will learn a great deal at this conference in a short period of time and handouts are a helpful way for individuals to reflect on what they have learned. Materials should include the major points of your session with elaboration on some of the main issues. Please be sure to include any references or links to resources you used. If paper handouts are needed for your activities, bring at least 20 copies. If you have any questions or concerns about preparing your concurrent session, please contact us and we would be happy to help.