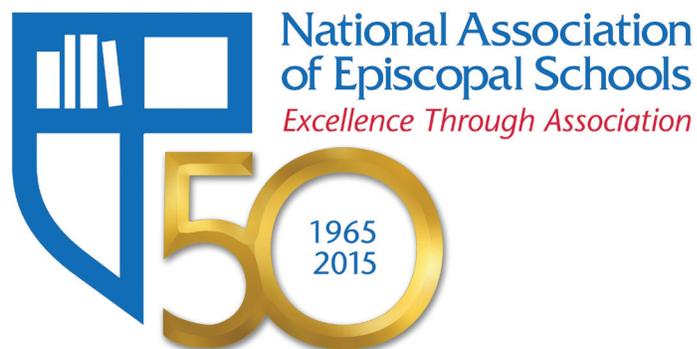


# Biennial Conference 2014 Presenters Manual

About Biennial Conference 2014 . . . . .	2
Presenter Registration . . . . .	2
Hotel Reservations . . . . .	2
Key Dates to Remember . . . . .	2
Your Audience . . . . .	3
Your Presentation . . . . .	3
Social Media Hashtags . . . . .	4
Room Assignment, Set-up, Equipment, and the Internet . . . . .	4
Your Handouts . . . . .	4
Conference App . . . . .	5
Presentation Evaluations . . . . .	5
Bookstore Recommendations . . . . .	5
Thank You! . . . . .	5



## About Biennial Conference 2014

**November 20–22, 2014**

**Anaheim Marriott**

**700 West Convention Way**

**Anaheim, CA 92802-3424**

[www.episcopalschools.org/biennial2014/](http://www.episcopalschools.org/biennial2014/)

Every edition of the National Association of Episcopal Schools' Biennial Conference is about professional and institutional development opportunities that support and strengthen the leadership and governance of our schools, the articulation of their Episcopal identity, and attendees' own professional and spiritual development.

Biennial Conference 2014 will serve as the central celebration of the National Association of Episcopal Schools' 50th anniversary festivities in the 2014-2015 school year. As such, our conference theme will center around "celebrating 50 years of excellence through association" during this "year of the Lord's favor."

## Presenter Registration

All presenters must register for the conference.

- **Full Conference: Presenter — \$509**  
Use this rate if you are coming for the full conference, regardless of where your school is located.
- **Friday Only: Diocese of Los Angeles 2014-2015 NAES Members — \$359 (now); \$379 (9/22 through 10/18)**  
Use this rate if you meet all of these qualifications: your school is located within the Episcopal Diocese of Los Angeles and is a 2014-2015 NAES member; your presentation is on Friday, November, 21; and you will be attending the conference only on Friday, November 21.

For registration information and a link to the registration process, go to [www.episcopalschools.org/biennial2014/](http://www.episcopalschools.org/biennial2014/).

## Hotel Reservations

We recommend that all presenters book their hotel rooms at the Anaheim Marriott as soon as possible to ensure availability. The room rate is \$189 per night for single or double occupancy, plus applicable taxes. For reservation policies, other information, and a link to online reservations, go to [www.episcopalschools.org/biennial2014/](http://www.episcopalschools.org/biennial2014/).

## Key Dates to Remember

- **September 15:** Bookstore suggestions deadline.
- **September 21:** Early Bird conference registration deadline.
- **October 18:** On-Time conference registration deadline.
- **October 18:** Anaheim Marriott reservation deadline.
- **November 14:** Last day to submit handouts for posting to the conference app before the conference.
- **November 20:** The conference begins at the Anaheim Marriott.

## Your Audience

We anticipate 600-700 attendees in Anaheim. Attendees will include heads of school, chaplains and teachers of religion, senior administrators, advancement and admissions staff members, faculty members, rectors, vicars and cathedral deans, trustees and vestry members, diocesan and regional Episcopal school leaders, bishops and other Episcopal Church leaders, independent school leaders, and friends of NAES and Episcopal schools.

Attendees value openness and diversity of thinking as they tackle real issues in their schools. They want substance and knowledge that they can immediately put into practice. All are looking for new and creative ways to solve their current challenges and for ways to propel their schools forward.

Attendees expect the conference registration brochure and on-site program description to match the content of your presentation. Please be sure that what you speak on reflects what has been promised.

## Your Presentation

As you plan your presentation, think of programs you have attended that you absolutely loved. Similarly, if you recall sessions you found less than a success, do not repeat those same mistakes!

We ask that you offer:

- Relevant content that stretches thinking and provides new approaches.
- Content that is delivered in an engaging way and draws on the experience of the attendees.
- Application exercises that involve the participants.
- Examples and case studies of real success—and successful failures!
- Practical tools and models that can be applied immediately in their schools.

When delivering your presentation, please

*DO:*

- Stand up if you are able, even though a head table and chairs will be provided.
- Relax, smile, and have fun...the audience will feel it.
- Be energetic; be enthusiastic; be passionate.
- Know your topic so you do not need to read it.
- Move around—don't limit or "trap" yourself behind a laptop or podium.
- Use an interactive format that involves the audience—don't wait until the end to engage them.
- Try to add stories, anecdotes, testimonials, or demonstrations that emphasize your point.
- Stay on track and within the allotted time.
- Summarize your key points to "wrap-up" the presentation.
- Remember that the audience is interested in what you have to say...they want you to do well!

*DON'T:*

- Speak too quickly.
- Read your presentation or read directly from slides.
- Look over your shoulder at the screen, or worse, stand and talk to the screen instead of to the audience.
- Use slides that are text heavy—if you have that much information to share, put it on your handout.

- Engage in side conversations with other presenters during the session.
- Answer without repeating the question first. Many people may not hear the question, so unless you repeat it the answer makes little sense.
- Use undefined acronyms that the audience may not know.
- Use conversation fillers like “umm,” “you know,” and “like.”
- Use your presentation to sell a particular product or service.

### A Word on PowerPoint

The traditional PowerPoint presentation format can be appropriate, but presenters should be cautious that their slides are not text heavy, do not copy the words that are being presented, and are not simply read aloud. PowerPoint should complement a presentation, not take the place of it, with slides providing visual support.

### Social Media Hashtags

We ask that you include on your opening slide (if using PowerPoint) or announce (if you are not) both the conference social media hashtag (**#naes14**) and your session hashtag (e.g. **#naes14-A01**, **#naes14-B09**). This will help facilitate the social networking, sharing, and conversation we hope will be a robust part of the Biennial Conference 2014 experience.

### Room Assignment, Set-up, Equipment, and the Internet

Shortly after the on-time registration deadline of **October 18**, we shall email you with the room assignment for your presentation and the estimated number of attendees who have expressed an interest in your presentation.

Each room will be set with the following equipment:

- LCD projector, with sound connections, and screen.
- Microphone(s) for rooms with more than 50 seats.
- Flip chart & markers.
- Head table with chairs for all presenters.
- Round tables with chairs or theater style seating for attendees, depending on attendance and space.
- Internet connection.

Laptops will NOT be provided. Please bring your own laptop with your presentation on it.

If you are using a Mac, please bring the appropriate dongle(s) to connect to the projector or other audio-visual equipment. For more information, go to <http://store.apple.com/us/accessories/all-accessories/cables-docks>.

### Your Handouts

As part of our ongoing green efforts, we hope to make Biennial Conference 2014 a paper-lite conference. Paper-lite does not mean no paper. On the contrary, we are simply taking strides to help conserve paper and take care of the planet. To these ends, we shall be posting handouts in the conference app.

When preparing and submitting your handouts, please:

- Limit your handout(s) to a total of 10 pages.
- Work with your co-presenter (if applicable) to develop one cohesive handout.
- Convert all handouts to a single PDF file before submitting them to NAES.
- If submitting a PowerPoint presentation, please have it set to print 3 or 4 slides per page and then save as a PDF.

Please email handouts to David Schnabel at [djs@episcopalschools.org](mailto:djs@episcopalschools.org). The deadline is **November 14**.

## Conference App

NAES is, for the first time, offering an app for the Biennial Conference. Sponsored by TADS and produced by Core-Apps (the NAIS and NBOA conference app provider), it includes: general and personal schedules; lists of attendees, speakers, exhibitors and sponsors; social media links; and site maps. It is also where attendees will be able to access your handouts. The app is available for a variety of platforms. To download it, type the following URL into your mobile device's browser: <http://m.core-apps.com/naes14>.

## Presentation Evaluations

Attendees will be invited to evaluate their experience of your presentation. NAES will share with you the results of the evaluation in January 2015 after they have been compiled.

## Bookstore Recommendations

Biennial Conference 2014 will have an on-site bookstore, which offers attendees the opportunity to purchase publications designed to help them more effectively lead and manage their schools, teach, and lead worship and support service activities. When feasible, we also offer books authored or recommended by our speakers. Please email your suggestions by **September 15** to David Schnabel at [djs@episcopalschools.org](mailto:djs@episcopalschools.org).

## Thank You!

We greatly appreciate you taking the time to help make this year's Biennial Conference a huge success. Your knowledge and willingness to share is hugely beneficial to all attendees and vital to the success of NAES. If you have any questions regarding your presentation, or anything else having to do with Biennial Conference 2014, please contact:

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