

Biennial Conference 2016 Presenter's Manual

About Biennial Conference 2016	2
Conference Registration	2
Hotel Reservations	2
Room Assignment, Set-up, Equipment, and the Internet	3
Your Handouts	3
Your Audience	3
Your Presentation	4
Social Media • #naes16.	4
Conference App	5
Presentation Evaluations	5
Bookstore Recommendations	5
Thank You!	5
Key Dates to Remember	5



National Association
of Episcopal Schools
Excellence Through Association

About Biennial Conference 2016

November 9–11, 2016

New Orleans Marriott

555 Canal Street

New Orleans, LA 70130

www.episcopalschools.org/biennial

The National Association of Episcopal Schools' (NAES) 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.

Our 2016 theme is "Behold, I Will Do Something New!" Innovation, improvisation, entrepreneurship, and an ever-widening understanding of equity, justice, and diversity are the dynamic forces now shaping New Orleans, where we'll explore how these forces are also shaping Episcopal schools.

Conference Registration

All presenters must register for the conference. Here are the available options.

- **Full Conference: Presenter — \$529**

Use this rate if you are coming for the full conference, regardless of where your school is located.

- **Friday Only — \$265 (until 09/18/2016); \$365 (9/19/2016 through 10/16/2016)**

Use this option if you meet all of these criteria: your Episcopal school is located within the state of Louisiana; your presentation is on Friday, November, 11; and you will be attending the conference only on Friday, November 11.

- **Conference Sponsors/Tabletop Exhibitors Presenting a Workshop**

Use the registration(s) provided by your sponsorship/tabletop exhibit. Information about the number available to you may be found in your sponsorship/tabletop agreement materials. We ask that you register by fax or mail.

About Group Registration

If your NAES member school is sending a group to the conference, be sure to register together, whether it is online, by mail, or by fax, in order to secure the best rates for all attendees. A group may contain individuals registering at different rates (e.g. 2 presenters and 3 other attendees at the "Group of 5–9" rate).

For registration information and a link to the registration process, go to www.episcopalschools.org/biennial.

Hotel Reservations

We urge all presenters to book their hotel rooms at the New Orleans Marriott as soon as possible to ensure availability. The room rate is \$199 per night for single or double occupancy, plus applicable taxes. **The reservation deadline is October 10, 2016.** For other reservation policies, information, and a link to online hotel reservations, go to www.episcopalschools.org/biennial.

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

Shortly after the Standard registration deadline of **October 18, 2016** we shall email you with the room assignment for your presentation.

Each room will be set with the following equipment:

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

Lap tops 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 www.apple.com/shop/accessories/all-accessories/power-cables.

Your Handouts

As part of our ongoing green efforts, we shall be posting handouts in the conference app.

When submitting your handouts, please:

- Limit your handout(s) to a total of 10 pages.
- Work with your co-presenter(s) (if applicable) to develop one cohesive handout.
- Convert all handouts to a single PDF file before submitting them to NAES.
- If submitting a Power Point 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 no later than **November 1, 2016**.

Your Audience

We anticipate 600 attendees in New Orleans. 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! Be sure to 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 Power Point and Other Such Tools

The traditional Power Point 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. Power Point should complement a presentation, not take the place of it, with slides providing visual support.

Social Media • #naes16

Please include on your opening slide (if using Power Point) or announce (if you are not) the conference social media hash tag (#naes16). This will help facilitate the social networking, sharing, and conversation we hope will be a robust part of the Biennial Conference 2016 experience.

Conference App

NAES will be offering an app for the conference. 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. Visit the App Store or Google Play and search "NAES Biennial Conference 2016." On another device? Type the following URL into your mobile device's browser: m.core-apps.com/naes2016.

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 2017 after they have been compiled.

Bookstore Recommendations

Biennial Conference 2016 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 18, 2016** to David Schnabel at 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 2016, please contact:

David J. Schnabel, CAE
Communications & Events Manager
National Association of Episcopal Schools
(800) 334-7626, ext. 6182
(212) 716-6182
djs@episcopalschools.org

Key Dates to Remember

- **September 18:** Bookstore suggestions deadline.
- **September 18:** Early Bird and Group conference registration deadline.
- **October 10:** New Orleans Marriott reservation deadline.
- **October 18:** Standard conference registration deadline.
- **November 1:** Last day to submit handouts for posting to the conference app before the conference.
- **November 9:** The conference begins with Deep Dives, tours, and visits.