2018 UWM Teaching and Learning Symposium
Presenter Tip Sheet

Below are important steps to help ensure a successful session at the 2018 Teaching and Learning Symposium. Please plan your presentation for the type of session you proposed.

For All Types of Sessions
All rooms are equipped with a podium, a built-in Windows computer with Microsoft Office, a projector, and a VGA cable to connect a personal PC laptop. Mac users should bring an adapter to connect to the projector.

To provide context for attendees in your session, you may want to:

- Describe your course (discipline, course topic, enrollment, etc.)
- Describe your pedagogical challenge, including why it matters and how you addressed it
- Share example materials (assignment sheets, de-identified student work, videos, etc.)
- Discuss your results, including student feedback and instructor reflection
- Consider how your approach might apply to courses in other disciplines and formats
- Make sure handouts and digital presentations are in a readable font (24 size font minimum)
- Leave adequate time for discussion and Q&A

If you would like an individual consult to help prepare your presentation, email us at CETL@uwm.edu.

For Birds-of-a-Feather
These sessions are 60-minute, informal conversations that are designed to elicit an exchange of ideas and perspectives around a common theme or topic. This is not a formal presentation. Facilitators should:

- Lead a group discussion about their proposed theme or topic
- Encourage the exchange of ideas, challenges, and resources among participants
- Plan for multiple threads of conversation with key questions to prompt conversation

For Interactive Presentations
These are 60-minute sessions in which presenters share pedagogical strategies, innovations, or initiatives that support or advance teaching and learning. These are not lectures. Presenters are encouraged to:

- Engage session attendees through discussion or other activities
- Present without reading from a paper or notes
- Provide digital copies of handouts to CETL for distribution to attendees

For Teaching Demonstrations
These 60-minute sessions demonstrate an effective learning strategy. Presenters should:

- Provide attendees with the context for the course session and learning activity
- Engage attendees in the activity as if they were the actual learners
- Select an activity that attendees can engage in without prior knowledge of course materials

For Digital Lightning
These 15-minute presentations provide short, practical strategies or approaches around teaching and learning. Presenters should:

- Produce a 5-8 minute, pre-recorded narrated PowerPoint presentation, screen capture, or video
- Allow the remaining time for discussion and audience Q&A
- Contact Amy Mangrich (amangric@uwm.edu) for assistance preparing the presentation