

## **PRESENTER INFORMATION**

### **Presenter Resources**

The ABE Summer Institute Committee has developed a presenter handbook and presenter mini-tutorial for you to use as resources for developing and delivering your presentation. They can be found on the [Presenter Resource](#) page of our website.

The program planning committee is also available to answer any questions you may have regarding your conference presentation. You may contact Susan Wetenkamp-Brandt [swbrandt@mnliteracy.org](mailto:swbrandt@mnliteracy.org) 651-251-9090, Laura Morales [moralesl@willmar.k12.mn.us](mailto:moralesl@willmar.k12.mn.us) 320-231-8492 ext. 6323 or Shane Mueller [smueller@sowashco.k12.mn.us](mailto:smueller@sowashco.k12.mn.us) with your questions.

### **Registration Information**

**If you plan to attend the conference in addition to presenting, please register by July 20.** Registration information is posted on the Literacy Action Network website: <http://www.literacyactionnetwork.org>

If you are not registering for the conference but would like to join us for a complimentary lunch on the day of your presentation, please email Jean Johnson at [jjohnson@isd2144.org](mailto:jjohnson@isd2144.org) **by July 20**. In your email, include the date of your presentation and the name(s) of the session presenters who will be dining with us.

Please check in and pick up your conference materials at the registration desk in the hallway outside the Glenn Carlson Exhibit Hall in the St. Cloud Civic Center.

Presenter's e-mail addresses will be included with biographies in the program. If you do not want your e-mail included, please contact the Literacy Action Network office: [info@literacyactionnetwork.org](mailto:info@literacyactionnetwork.org).

## **Location & Parking**

The 2017 ABE Summer Institute will be held at the St. Cloud Civic Center in St. Cloud, MN:

10 4th Ave South

St. Cloud, MN 56301

Phone: 1-800-450-7272; (320) 255-7272

There is a charge for parking in the Civic Center Ramp; however, there is no parking fee for those staying at the Kelly Inn.

Remember to park in the lower level for free parking.

## **Equipment & Materials**

All rooms will have an LCD projector, screen, flipchart/easel, markers, and wireless internet access. **Presenters are responsible for bringing their own laptops, adaptors and any other AV equipment they need.**

It is difficult to anticipate how many participants will attend each session, but it's always best to have handouts for all attendees. Therefore, we suggest that you make enough copies for your room capacity. Room capacity per room is as follows:

Alexander - 40

Bell - 40

Clark - 24

Congress/Senate - 96

Edelbrock - 24

First American - 52

Mitchell - 40

Schilplin - 40

State - 48

Sunwood - 96

Swisshelm - 40

Thielman - 32  
University B - 72  
Weidner - 70  
Whitney - 40

Sessions held in Schilplin and Whitney are set up as computer labs with 15 computers provided per room and participants will be encouraged to bring their own device as well.

Since not every person can attend every session, Literacy Action Network will post session materials on the website for participant access. We encourage you to share your presentation materials by loading them to the appropriate strand in the presenter material google folder [here](#) (preferred method) or emailing them to [info@literacyactionnetwork.org](mailto:info@literacyactionnetwork.org) prior to or as soon as possible after the conference.

**Individual session evaluations will be available for your use but will not be collected by the conference organizers.** Please reserve the last 5 minutes of your presentation time for participants to fill out their personal enrichment plan worksheets (and your personal session evaluations if you choose to use them).

### **Cancellation**

Please notify Literacy Action Network [info@literacyactionnetwork.org](mailto:info@literacyactionnetwork.org) as soon as possible if you will not be able to present.

Thank you so much for sharing your expertise with the field by presenting at this conference. We look forward to seeing you in August!

The 2018 Summer Institute Program Planning Committee