



Frequently Asked Questions about CITEAF Conferences and Workshops

Audiovisual Services and Equipment

We ask each presenter to list the A/V equipment that they will use for their presentation or workshop for our information only. However, CITEA Foundation cannot provide computers, video or DVD players, or LCD projectors due to the high cost of renting or keeping these items on hand. Conference presenters must either bring their own, or arrange before the conference to share what they need with another presenter(s). If you ask for it on this form, CITEAF will provide a projection screen and/or an overhead projector for your session. Do not count on these being in your presentation space if you do not list them on this form.

Conference Registration by Presenters

CITEA is supported by exhibitor fees, memberships, and contributions. CITEAF is supported by donations and by conference and workshop registrations. By long-established policy, all presenters are expected to register for the conference, for at least the day(s) on which they will be presenting. Commercial exhibitors are already registered based on their purchase of exhibition space and do not need to register separately. Teachers who are attending the conference are expected to register for the conference, at least for the day(s) on which they will present, even if they will be presenting for an exhibitor. These policies are elucidated in a CITEAF document called "The Barkhouse Rules" which is available by request from the CITEAF President or the Conference Chair.

Hints on Workshop Titles and Descriptions

Make your workshop title clear and concise if you want to increase the number of people who will want attend it. Pick a few words that best describe your topic, software, or tools and arrange them with active verbs. It is understood that all presentations will be about some form of "high quality program" so you can leave those words out. (If plan to present about a poor quality program, please don't. ON the other hand we look forward to studies of methods in which we learn what does not work.) You do not have to use all ten words. For example, a title like Building Wooden Rockets in Middle School is better than Launching and Sawing to Create a Quality Middle School Program.

Use the Description for the details. Give specifics in complete sentences. Describe which part of the software you will be demonstrating or how many students took advantage of this program. Your colleagues will see these descriptions, so don't be afraid to let a colleague proofread it. The Program Chair reserves the right to edit Titles and Descriptions.

Other topics

Please be kind and professional - honor the deadlines. As many presenters as possible will be accommodated at this conference; however, planning and scheduling takes time.

If more than one author will be presenting the topic, list all the names and contact information of those presenting on an additional form as noted. The first author will be noted on the Program-at-a-glance flyer.

The first author will receive the communication about the conference and should pass along this information to the other authors.

Communication about your presentation will be made by email.