Frequently Asked Questions about presenting at the 2017 National Council on Public History (NCPH) Annual Meeting

Participation Basics

Q: I am a presenter and only attending for my session. Do I need to register?

A: Yes, all presenters and conference attendees are expected to register for the conference within six weeks of their acceptance onto the program to confirm their participation. The presenter pre-registration period lasts through November 1. If you are a presenter and have missed this pre-registration deadline, please email Program Assistant Meghan Hillman at meghillm@iupui.edu.

Q: I missed the proposal deadline. Can I still participate?

A: Due to the volume of submissions, our deadlines are not flexible. If any opportunities are still open, they will be listed on the conference website. There are opportunities to join more informal groups such as our Dine Arounds, Project Showcase, or Out to Lunch at the conference. See the *Program* for more on each of these opportunities.

Q: Do I receive free parking for presenting?

A: Unfortunately, we are unable to offer free parking or any parking discounts. Hotel parking info is located here.

Q: What materials should I bring?

A: All rooms will be supplied with an LCD projector and screen. One representative from your session will need to provide a laptop. Please make sure that everyone's presentations have been loaded onto your computer and tested before presenting in order to avoid technical difficulties. **If you use a Mac, please be aware that you will need to bring the appropriate adapter to connect your computer to the projector.** Basic Wi-Fi will be available in all session rooms. Access will be through The Westin Indianapolis and login information will be provided to you via email prior to the conference. You are welcome to bring handouts or other supplementary materials, but these are not required.

Session Information

Q: Where is my session located?

A: The final room assignment for your session will be listed in the revised digital and print versions of the *Program*, available in the spring. All sessions, working groups, and workshops are held in The Westin Indianapolis, located at 241 W. Washington Street, unless otherwise specified.

Q: What is my session number?

A: Your session number will be listed in the revised digital and print versions of the *Program*, published in prior to the conference.

Q: Do you have any tips for preparing my presentation? What kinds of presentations are you looking for?

A: Sessions are most effective if you present as if you are teaching or interpreting at a historic site. Do not read your presentation or paper. See it as an energetic start of a conversation, not a report on past work. Please leave ample time for discussion, questions, and comments. NCPH sessions are supposed to be highly interactive, so your audience will expect chances to engage with you. Make sure that each presenter sticks to an agreed-upon time limit so all presenters (and the audience) have chances to participate.

Q: What else can I do?

A: You can Tweet and blog to further the conversation. NCPH attendees are avid live-tweeters. The conference hashtag is #ncph2017. NCPH includes Twitter handles on badges as provided by registrants. To encourage live-tweeting of your session, include a slide at the beginning of your presentation that includes the Twitter handles of the presenters, as well as a hashtag for your session. For a session hashtag, we suggest using the session number provided in the *Program*. E.g. use #ncph2017 and #s1 for tweeting about NCPH session 1. If you are presenting material that you do not wish to be live-tweeted, please make this clear at the beginning of your presentation.

Q: Do you send out a list of participants?

A: Yes, a preliminary participant list will be emailed to all conference registrants the week prior to the conference, and a complete list of participants will be emailed the week after.

Do you have other questions about lodging, transportation, Indianapolis, or the conference?
Please visit our FAQ page and check out our first time attendee guide for answers to all of your questions. You may also contact us via: Email: ncph@iupui.edu Phone: 317-274-2716