

## **Frequently Asked Questions about Presenting**

### **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.

### **Q: Where is my session located?**

A: The room assignment for your session will be listed in the revised digital and print versions of the *Program*, published in February 2016. All sessions and working groups are being held in the Renaissance Baltimore Harborplace Hotel located at 202 East Pratt Street.

### **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 February 2016.

### **Q: Do I receive free parking for presenting?**

A: Unfortunately, we are unable to offer free parking, or any parking discounts. Hotel parking information is located [here](#).

### **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](#).

### **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 WiFi will be available in all session rooms. Access will be through the Renaissance Baltimore Harborplace Hotel 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.

### **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: 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.

**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 #ncph2016. 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 #ncph2016 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: I have other questions about lodging, transportation, Baltimore, or the conference.**

A: Please visit our [conference homepage](#) and check out our first time attendee guide (available in November) for answers to all of your questions. You may also contact us via

**Email:** [ncph@iupui.edu](mailto:ncph@iupui.edu)

**Phone:** 317-274-2716