

Frequently Asked Questions: Presenting

2018 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 Manager Meghan Hillman at meghillm@iupui.edu to ensure you are included in the [Program](#).

Q: How do I register?

A: You can register online with a credit card at <http://bit.ly/2018ncphreg> or send a paper copy and check to NCPH. If you prefer a paper registration please fill out [this form](#) and send it to the address indicated, along with a check made out to NCPH.

For additional questions about registration see the [General Registration FAQ](#).

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

A: Due to the volume of submissions, our deadlines are not flexible. Any open calls (posters, pop-ups, working group discussants) will be listed on the [conference website](#). There are opportunities to join more informal groups such as our Dine Arounds or Out to Lunch events at the conference. Information about these opportunities are available on the NCPH website and on pages 8-9 in the [Program](#).

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 beginning your session 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 Renaissance Las Vegas 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.

Note: Conference Wi-Fi can be weaker than you are accustomed to. If you intend to play video or audio, download the file in advance of your presentation and do not rely on streaming.

Q: What if I want to sponsor an event or advertise at the meeting?

A: You can purchase sponsorship or advertising opportunities when you register. You can find these opportunities by clicking the **continue shopping** tab once you complete the registration form. Learn more about marketing opportunities [here](#).

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 Renaissance Las Vegas, located at 3400 Paradise Road, 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 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. Sessions should last no longer than an hour and a half; 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 #ncph2018. 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 #ncph2018 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. You have the option to exclude yourself from this list when you register.

Do you have other questions about lodging, transportation, Las Vegas, or the conference?
Please visit our [FAQ page](#) and check out our [General Registration](#) and [First Time Attendee](#) guides. You may also contact us via: Email: ncph@iupui.edu Phone: (317) 274-2716.