

## Frequently Asked Questions: Presenting

### 2019 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 required 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 3. If you are a presenter and have missed this pre-registration deadline, please email Program Manager Meghan Hillman at [meghillm@iupui.edu](mailto: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/ncph2019reg>. For a paper registration form, email [ncph@iupui.edu](mailto:ncph@iupui.edu).

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 will be forthcoming opportunities to join more informal groups such as our Dine Arouds or Out to Lunch events at the conference. Information about these opportunities are available on the NCPH website and in the conference [Program](#).

**Q: What materials should I bring?**

A: All rooms will be supplied with an LCD projector, screen, and a microphone. 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 Connecticut Convention Center 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 Connecticut Convention Center, located at 100 Columbus Boulevard, 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 that all presenters have a chance to participate and the audience has a chance to interact.

**Q: How can I ensure my presentation is accessible?**

A: NCPH provides microphones in all session, working group, and workshop spaces. We ask that you *please use the microphone* even if you believe you can easily be heard by most participants, in order to accommodate those who may be hard of hearing. Facilitators should repeat audience questions using the microphone so all attendees can hear. To facilitate lip-reading, please speak facing the audience. To accommodate those with visual impairments, please make sure any text on your PowerPoint presentation is large and in a color that contrasts with the background. If you use images in your presentation, and particularly if these images are integral to the content of the session, please describe the images for those who may be unable to see them.

For select sessions, an American Sign Language Interpreter (ASL) may be present. NCPH may reach out to you in advance of your session to ask for supplementary materials that will help an interpreter prepare to interpret your material.

**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 #ncph2019. NCPH includes Twitter handles on badges as provided by registrants; for presenters we will also include your Twitter handle in the Presenter Index at the back of the final *Program*. To encourage live-tweeting of your session, we recommend that you 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 and, if you are comfortable sharing this information, the pronouns you use. For a session hashtag, we suggest using the session number provided in the *Program*. E.g. use #ncph2019 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. Workshop facilitators will be provided a list of their workshop's registrants after registration closes, and should feel free to use this list to reach out with supplementary materials or need-to-knows in advance of the conference.

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**Do you have other questions about lodging, transportation, Hartford, 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](mailto:ncph@iupui.edu) Phone: (317) 274-2716.