

Frequently Asked Questions for Presenters

2020 National Council on Public History (NCPH) Annual Meeting

Presenter 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; however, there is a one-day rate to accommodate presenters who will only be attending for the day of their presentation. 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/NCPH2020reg>. For a paper registration form, email ncph@iupui.edu.

Q: I registered before the early *Program* was posted online in November. Once I've planned out my schedule, can I go back and add an event or tour?

A: Yes! To add an event, workshop, or tour to your already-completed registration, [log in here](#), click on "My Events," and then select "Add Session."

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* (available online in early November).

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 Westin Peachtree Plaza and login information will be provided to you via email prior to the conference and onsite. Per our [conference accessibility guidelines](#), we ask presenters to print 5-10 copies of slides or material (font size 16 or higher) to have on hand for audience members.

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 at <http://bit.ly/supportNPCH2020>.

Note: an exhibit booth comes with two complimentary registrations; if your organization is already planning to send two representatives to the conference, that's a great deal.

Session Information

Q: At what day and time is my session?

A: All presenters were notified of their presentation day and time in early October 2019. Emails came from NCPH Program Manager Meghan Hillman (meghillm@iupui.edu). All sessions and working groups will be held on March 19-21, 2020, with most workshops also scheduled on Wednesday, March 18.

Q: Where is my session located?

A: All sessions, working groups, and workshops are held in the Westin Peachtree Plaza, located at 210 Peachtree St. NW, unless otherwise specified. The final room assignment for your session will be listed in the revised digital and print versions of the *Program*, available in the spring.

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 expect presenters to *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. The responsibility of enforcing microphone usage falls to facilitators or chairs and should not fall on members of the audience, who should not be expected to “out” themselves as hearing-impaired to be able to hear the presentations.

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 (ASL) Interpreter 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.

For more information on conference accessibility, including guidelines for presenters on accessible presentations and some recommendations for further reading, please see [NCPH's Guidelines for Building an Accessible Annual Meeting](#).

During and After the Conference

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 [#NCPH2020](#). 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 #NCPH2020 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.

Q: Do you want my materials after the conference?

A: Yes, if you feel comfortable sharing slides or materials after your session, workshop, or working group, we'd love to have them. Please email ncph@iupui.edu with this material, or link us to interesting Twitter threads or follow-up blog posts.

Do you have other questions about lodging, transportation, Atlanta, or the conference?

Be on the lookout for our **General Registration** and **First Time Attendee** guides, coming in early November 2019. Many of these questions are also answered on our main conference page, <http://bit.ly/ncph2020>. You may also contact us via: Email: ncph@iupui.edu Phone: (317) 274-2716.