Getting the Presenters and Presiders Fired Up for Phoenix
Meet Your Hosts

Judy Williams
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programcoordinator@amatyc.org

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Assistant Program Coordinator
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Nathalie Vega-Rhodes
Assistant Conference Coordinator
conferenceassist@amatyc.org
Thank you for submitting a proposal and/or volunteering to be a presider. Your experience and expertise is what makes our conference great!
Today’s Agenda

- Sheraton Downtown Phoenix
- Presentation Preparation
- Poster Session
- Presider Duties & Check In
- Presenter Duties
- Mobile App
- Q&A
Welcome to the 47th AMATYC Annual Conference!

Sheraton Phoenix Downtown Hotel

Photo courtesy of Visit Phoenix
COVID Policies

• Masks are required
• Sheraton protocols
• Contactless procedures
• Distancing
• Food events
Mask Exception Policy for Presenters

When presenting from the front of the room, you may remove your mask.

When moving around the room, mask up
Registration Desk — Valley of the Sun Foyer

Wednesday, October 27 ................4:00 pm - 8:00 pm
Thursday, October 28 .....................7:00 am - 6:00 pm
Friday, October 29 ........................7:00 am – 4:00 pm
Saturday, October 30 ....7:00 - 8:00 am, 10:00 am - Noon
Corporate Partners – Thank you!

Presentation Preparation

- Check room location
- Check room size
- Check equipment
- Handouts?
- **Questions in Phoenix? Look for us!**
INVITATION TO PRESENT
American Mathematical Association of Two-Year Colleges
Phoenix, Arizona
October 28 - 31, 2021

IMPORTANT - Please read and complete this checklist:

☑️ Reply to Judy Williams, programcoordinator@amatyc.org, by Friday, April 16, 2021
☑️ Accept or decline by email.
☑️ Proofread this information – carefully.
  ● This is how your name, college, presentation title and summary will appear in publications.
  ● Presentation title/description may have been edited to fit publication parameters.
☑️ Make any corrections directly on this sheet and send to Judy Williams, Program Coordinator.
  ● Changes will be reviewed and incorporated only if they meet publication requirements.
☑️ Keep this email and these documents for your records.
☑️ Notify any co-presenters.
Presentation Number: S113  \((S = \text{Session, S\#A or S\#B = 25-minute Mini Session, W = Workshop, T = Themed Session)}\)
Day: Saturday
Time: 2:15 pm - 3:05 pm
Room: Encanto B - chart with room seating capacity may be found here
Equipment*: Computer Projector + Audio Interface

*NOTE: AMATYC will only provide the equipment described above, which may not include all requests. Your acceptance acknowledges your agreement with the above. If Internet is listed, connection is for presenter(s) only. If you want more details on the equipment provided, please watch this YouTube video. If you requested a whiteboard for your presentation in Phoenix, consider sharing a Word document as an alternative.

CONNECTING YOUR DEVICE: Presenters should bring their own device(s), which must have HDMI output or an HDMI adapter. The Presenter Preparation document includes images of these outputs and can be found here.
Rooms in **gold** have hard-wired Internet connection for the presenter only.

<table>
<thead>
<tr>
<th>Room</th>
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CONNECTING YOUR DEVICE: Presenters should bring their own device(s), which must have HDMI output or an HDMI adapter. The Presenter Preparation document includes images of these outputs and can be found here.
Connecting to the Projector

In order to connect your laptop to the projectors in the rooms, your device must have HDMI output built in as shown on the left below, otherwise you must bring your own connector that will accept the HDMI connection from the projector.

Note: You are responsible for bringing your laptop. AMATYC does not provide the computer, just the projector.
Poster Session

Friday, 1:45 – 3:45 Phoenix Ballroom  Front Foyer
Congratulations! Your invitation to present at the 2021 AMATYC conference in Phoenix appears below. You are presenting at AMATYC’s Poster Session on Friday, October 29, from 1:45 pm to 3:45 pm. At this event, attendees visit with presenters in an open area, based on numbered posters (corresponding topics will be listed in the conference program). **No equipment will be provided.**

[Poster Session FAQ’s](#) and [Poster Session Guidelines](#) may be accessed by clicking the links.
Poster Session Instructions

• You will be provided with one foam board 2’x3’ on an easel along with four binder clips to attach your poster to the board. You may use portrait or landscape orientation.

• Your board will be labeled with your session number from the program (e.g. PS23). You must clip this number to the upper left corner of the board so that attendees can find you easily.

• You should arrive with your poster ready to mount and display.
Poster Session Instructions

• Posters must be displayed by Friday at 10:15 a.m. and can be set up starting Thursday mid-afternoon.
• Presenters who wish to keep their poster display should remove them by Friday at 5:00 p.m. All remaining posters will be discarded after this time.
• Leave the foam board and binder clips.
Presider Duties

- *Pick up packet from booth for Presiders after completing other registration steps*
- Check room location and equipment
- Introduce speaker(s)
- Offer assistance to speaker(s)
- Thank attendees and speakers
- Remind/explain evaluation process and give the title and session #
- *Complete feedback form and return to registration desk the day of the presentation*
Presenter Duties

• Before the conference
  – Upload handouts in Whova
  – Set up polls if desired in Whova
  – Ensure you have the appropriate laptop connection

• At the conference
  – Check room location and equipment
  – Leave time for Q+A (Whova can help facilitate this!)
  – Remind attendees about completing the survey
  – Have fun! :)
QUESTIONS ABOUT PRESENTING OR PRESIDING?
Conference App

- Access the app
- Program
- WiFi availability
- Use of devices
- Connecting with others
- Local information
Setting Notifications

- Search Topic Title
- Sort by: Newest Reply, All Topics
- Notification Settings:
  - Event Notifications:
    - Agenda Updates
    - Community Updates
  - Community Board Main Topics
  - Job Openings
  - Meet-ups & Virtual Meets
  - Break the Ice!
  - Ask Organizers Anything
  - Organizer Announcements
  - Topics You Posted In
    - None yet
  - All Other Topics
  - Other

Don’t miss out!
Download the Whova app to stay informed with important announcements from organizers and private messages from other attendees.

Whova
Enjoy your event!
support@whova.com
www.whova.com

This message was sent through Whova and your email address and other contact info is not disclosed to Cori Fry @ Libsyn. Feel free to turn off these emails at any time, or check out the Whova FAQ Page if you have any questions.
47th AMATYC Annual Conference

Dear [Name]

Thank you so much for your commitment to participate in the upcoming 47th AMATYC Annual Conference.

We are reaching out to ask you to upload your presentations, handouts, files, etc. for your session through our speaker form here: It is convenient to access online, and you can update this as many times as needed. We’d love for attendees to have access before your talk, but we ask that your final updated file be added no later than Sunday, October 31, 2021.

Also, our Presenters and Presiders webinar is coming up on October 14 and we would like to personally invite you to attend. We’ll be highlighting some great features of Whova that you can make use of in your session, such as session polls and Q+A! Bring your questions - we look forward to connecting soon! Register at this link.

SPEAKER FORM

Here you can find the guide on how to upload the information. If you have any questions, feel free to let me know. Again, we greatly appreciate your participation and look forward to insight and inspiration from your talk.

Best,
Judy Williams, Michael Pemberton, and Nathalie Vega-Rhodes
47th AMATYC Annual Conference Program Committee
Session Evaluations

• We greatly value your session feedback.
• Click on Home button, then Surveys and Session Feedback.
• Then select the desired session you attended.
The Fun Continues

Friday, November 5
Saturday, November 6

Virtual Days!!!!!!

Registration included with your registration for Phoenix
QUESTIONS ABOUT WHOVA?