

2024 Assessment Institute in Indianapolis:

Poster and Concurrent Session Presenter Orientation

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(See *“Information for Presenters”* link under the Program section)



Session Learning Goals

- Explain the purposes of, and audiences for, the Assessment Institute in Indianapolis
- Identify the elements of a good Assessment Institute poster/concurrent session
- Recognize the logistics associated with presenting at the Assessment Institute
- Prepare and deliver an Assessment Institute poster/concurrent session to meet attendee needs



About the Assessment Institute

- Oldest and largest U.S. event focused on assessing and improving higher education
- Goal is to equip our 1,100+ attendees with knowledge, skills, perspectives, and resources to inform and enhance professional practice in a variety of contexts
- Attendees join us from all fifty states and several foreign countries; various disciplines, parts of the collegiate ecosystem, and institutional types represented
- The 3-day Institute includes professional development delivered via Pre-Institute Workshops, Concurrent Sessions (60-/20-minute), Poster Sessions, and Keynotes
- Numerous exhibitors/sponsors and national-level partners also join us each year



About the Assessment Institute

- In addition to the annual conference—scheduled through 2030—here are other affiliated resources of the Assessment Institute:
 - Bangkok 2025: International Conference on Assessing Quality in Higher Education
 - *Assessment Update* bimonthly periodical from Wiley
 - Book series with Routledge/Taylor & Francis Group
 - Free Webinar Series
 - *Leading Improvements in Higher Education* podcast
 - Consulting and technical assistance
- Learn more and access resources at go.iu.edu/assessmentinstitute

Elements of Good Sessions

- Recognize the purposes and audiences of the Assessment Institute
- Ensure your content resembles the session title and description
- Structure the session to honor the time constraints and promote active attendee engagement
- Incorporate concrete (vs. purely theoretical) examples, opportunities for meaningful interaction, ability to ask questions/follow-up with you, and handouts or resources to refer to afterward
- Key ingredients: **informational, engaging, and action-oriented**



Concurrent Session Logistics

- Concurrent session rooms (60-/20-minute) are set in theater-style seating; please maintain this set-up
- Each room is equipped with screen, projector, Wi-Fi access, podium with a podium mic, lavalier mic, sound system, and flipchart/easel with markers
- Presenters need to bring their own laptops, including adaptors/power supplies
- Room assignments are found in the online daily program schedule and the pocket schedule-at-a-glance
- Please start and stop session on-time—we do not have moderators, so presenter(s) need to monitor and adhere to their scheduled time



Poster Session Logistics

- Poster presenter(s) will have a display board (48 inches tall x 96 inches wide) on a stand on which to display their presentation; electricity and tables are not available for these sessions
- Style posters to engage content discussions/collaborations with passing attendees
- Plan to transport posters with you to the Institute; push-pins will be available, but please bring any additional material(s) you may need to affix your poster
- Poster session assignments are found in the poster session diagrams, the online daily program schedule, and the pocket schedule-at-a-glance



Additional Reminders

- Please send handout materials you wish to have posted to our website to planning@iu.edu, and we will do our best to post prior to or immediately following the Institute
- If you wish to bring handouts to distribute, we recommend making 50+ hard copies of any materials; unfortunately, we do not have capacity for making copies on-site
- Please arrive to your session early: 15 minutes before the session start time for concurrent sessions and 30 minutes before the session start time for poster sessions; an Institute representative and technician (for concurrent sessions) will greet you
- For concurrent sessions, please back-up your presentation on a flash drive or via cloud-based access



Conclusion

- Q&A / Discussion
- Next Steps
- Wrap-up
- Send handouts and questions to planning@iu.edu
- View all the details about the 2024 Institute at go.iu.edu/assessmentinstitute (see *“Information for Presenters”* link under the Program section)

