



Speed Learning Session Guidelines

What is a Speed Learning Session? Fast paced and informative, these 15-minute sessions allow personal attention with the expert to spark an idea and collaborate in an intimate setting. Each 15-minute session will be repeated 3 times within 60 minutes to a different audience. These sessions will run concurrently with other speed learning sessions with the same strand, within the same room/space. Each speed learning session is assigned to a roundtable that holds 8-10 participants (please keep this in mind if you have co-presenters as it will limit the number of participants for your session). Participants will select three, 15-minute sessions to attend withing the hour, with an additional 5 minutes between session times to move to their next table. The moderator will signal the participants and presenters when each session begins and ends.

- **Before Your Session:** You may enter your session area 25 minutes before your start time (or once the session before you ends) to prepare for your participants. Electricity will not be provided to the roundtables. If you plan to bring a laptop or device to use during your presentation, make sure that the battery is fully charged as outlets will not be accessible to tables. You are welcome to bring items to decorate your table to make it visually stimulating. Bring items that will help your participants remember details about your session or provoke a connection to their classroom, etc. Feel free to use visual aids such as graphs or charts that you can enlarge and adhere to a table tent to get your participants thinking or to reinforce some points that you want to emphasize.

- **Schedule:**

0:00 – 0:05.....	Moderator gives instructions to the audience (5 minutes)
0:05 – 0:20.....	Session 1 (15 minutes)
0:20 – 0:25.....	Participants change tables (5 minutes)
0:25 – 0:40.....	Session 2 (15 minutes) * <i>same session, different attendees</i>
0:40 – 0:45.....	Participants change tables (5 minutes)
0:45 – 1:00.....	Session 3 (15 minutes) * <i>same session, different attendees</i>

- **Guided Presentation Example:**
 - Introduce yourself and have your participants share their name and job titles.
 - Give your participants your plan on how your session will proceed. This could include your time limit for questions and the expectation that they will proceed quickly from your table when the session is over.
 - Quickly highlight what problems/solutions this session would solve for your participants and their roles at their schools.
 - Distribute your handouts that would hold their interest after leaving your session. If you have provided electronic versions of your handouts, they will be available to all participants during and after the conference on the app. You may also print your own paper copies for participants that may not have electronic devices with them.
 - Include your contact information (if desired) so they can contact your after your session.