



## **AERA Annual Meeting Session Format, Room Set-Ups, and Audio Visual Guide**

### **Business Meeting**

Format: All Divisions and SIGs must hold a business meeting to conduct the business of their unit.

Room Set-up: Theater style (chairs only) configuration, head table for 6 next to podium

Audio Visual: Screen and LCD projector, switcher for multiple connections to LCD, electrical power box with four plugs, podium with microphone

### **Demonstration/Performance**

Format: Demonstration/Performance sessions are directed to using, showing, or illustrating a particular technique, tool, or method in order to convey the value of the approach for research or to illustrate or present understandings or findings through such a method.

Room Set-up: Theater style (chairs only) configuration, head table for 6 next to podium

Audio Visual: Screen and LCD projector, switcher for multiple connections to LCD, electrical power box with four plugs, podium with microphone

### **Off-Site Visit**

Format: Off-site visits offer participants site-specific learning, such as observation of a school in session. This format takes advantage of the unique attributes of the city in which the Annual Meeting is occurring and connects researchers with concrete examples of relevant work. Visits are to be spent at a site other than the meeting rooms, such as a school, museum, science lab, or community agency.

Room Set-up: Not applicable

Audio Visual: Not applicable



### **Paper Session**

Format: In paper sessions, authors present abbreviated versions of their papers, followed by comments/critique, if there is a discussant, and audience discussion. A typical structure for a session with four or five papers is approximately 5 minutes for the chair's introduction to the session, 10 minutes per author presentation, 20 minutes of critique, and 15 minutes of discussion. Session chairs may adjust the timing based on the number of presentations and discussants scheduled for the session. Individuals must be attentive to the time allocation for presenting their work in paper sessions. In the case of multiple-authored papers, more than one person may present, but multiple presenters are urged to be attentive to the total time available to them and to take steps to ensure that more than one speaker does not detract from the overall presentation of the work or others presenting their work.

Room Set-up: Theater style (chairs only) configuration, head table for 5 next to podium

Audio Visual: Screen and LCD projector, switcher for multiple connections to LCD, electrical power box with four plugs, podium with microphone

### **Poster Session**

Format: Poster sessions combine the graphic display of materials with the opportunity for individualized, informal discussion of the research throughout a 90-minute session. Individual presenters set up displays representing their papers in a large area with other presenters. Each poster session has roughly (60) posters.

Room Set-up: Poster boards

Audio Visual: No audiovisual equipment, such as a screen or LCD projector, is provided. Authors wishing to display information may do so from their own laptop computer screens. If you plan to use a laptop, please be sure the battery is charged, as power source will not be provided.



### **Roundtable Session**

Format: Roundtable sessions allow maximum interaction among presenters and with attendees. Each table will have three to five researchers of accepted papers clustered around shared interests. Each roundtable at a roundtable session will have a designated Chair knowledgeable about the research area, to facilitate interaction and participation. Because the emphasis is on interaction, there will be no discussants. Each roundtable session will be scheduled for a 90-minute timeslot. Each roundtable session will have roughly 15 roundtables.

Room Set-up: The roundtable sessions will be in a large room and the tables arranged to maximize discussion and interaction. In each session, there are far fewer tables than in prior years to allow enough space between tables to accommodate more participants. Tables will start with 10 chairs, and additional chairs are available around the room to be readily added to popular roundtable discussions.

Audio Visual: No audiovisual equipment, such as a screen or LCD projector, is provided. Authors wishing to display information may do so from their own laptop computer screens. If you plan to use a laptop, please be sure the battery is charged, as power source will not be provided.

### **Structured Poster Session**

Format: These sessions begin with attendees viewing poster presentations, then moves into brief oral presentations to the audience gathered as a group followed by direct discussion with poster presenters. Posters are conceptually linked in terms of education research issues, problems, settings, methods, analytic questions, or themes.

Room Set-up: Theater style (chairs only) configuration, head table for 5 next to podium; Poster boards.

Audio Visual: Screen and LCD projector, switcher for multiple connections to LCD, electrical power box with four plugs, podium with microphone



## **Symposium**

Format: A symposium provides an opportunity to examine specific research issues, problems, or topics from a variety of perspectives. Symposia may present alternative solutions, interpretations, or contrasting points of view on a specified subject or in relation to a common theme. Symposia may also use a panel discussion format targeted at a clearly delineated research issue or idea. Symposia may also be quite interactive where a large portion of the session is devoted to activities such as discussion among the presenters and discussants, questions and discussion among all those present at the session, or small-group interaction.

Room Set-up: Theater style (chairs only) configuration, head table for 5 next to podium

Audio Visual: Screen and LCD projector, switcher for multiple connections to LCD, electrical power box with four plugs, podium with microphone

## **Working Group Roundtable**

Format: Working group roundtables encourage substantive exchange and interaction among researchers working on a common set of research issues, problems, or themes. Participants in these sessions discuss areas that are cross-cutting, where there are shared research problems or issues that would benefit from cooperation and exchange, or where researchers with complementary interests would benefit from new, synergistic discussions.

Room Set-up: Large hollow rectangular table with the presenters on one end and all of the presenters and attendees facing one another

Audio Visual: Screen and LCD projector, switcher for multiple connections to LCD, electrical power box with four plugs, table microphone

## **Workshop**

Format: A workshop provides an opportunity to exchange information or work on a common problem, project, or shared interest. Presentations are brief, allowing adequate time for reflective discussion and interaction. Didactic presentations are limited, and learning by doing occupies most of the session.

Room Set-up: Theater style (chairs only) configuration, head table for 5 next to podium

Audio Visual: Screen and LCD projector, switcher for multiple connections to LCD, electrical power box with four plugs, podium with microphone