

## PRESENTATION GUIDELINES

The tradition of the Midwest Research-to-Practice Conference in Adult, Continuing and Community Education is strongly based on collegiality and sharing within the community of Midwest adult educators. We appreciate your willingness to present your paper at the conference and hope that you will be able to assist us in continuing and strengthening our tradition.

As both planners of and participants in the conference we look forward to a format for your presentation that will encourage dialogue and promote the exchange of ideas. The following suggestions might be helpful as you plan your presentation.

1. Everyone will have an opportunity to read your paper prior to your presentation. Papers will be posted on our Web site before Oct. 8 and the Conference Proceedings will be handed out to all attendees at registration. This gives attendees ample time to prepare to interact with you. So, please don't read your paper during your session.
2. Plan to use approximately the first half of your time for presenting the key ideas from your paper. If you can supplement your presentation with slides, overhead transparencies, videotape, or computer-generated images, it will help the attendees better grasp your ideas.
3. Plan to use approximately the second half of your time for interactive strategies. This may include one or more of the following:
  - Divide the attendees into small discussion groups for discussing key ideas from your presentation. Conclude the small groups by having a final large group discussion.
  - Present a slide with a series of questions that you would like the attendees to consider and react to. Allow some quiet time at the start for the attendees to formulate their responses to the questions.
  - Open the floor to general questions/answers from the attendees. Make sure to allow more than one attendee to pose questions/answers.
  - Distribute a handout that lists a number of implications from your paper. Have the attendees discuss the implications that are presented and then offer additional implications from their own perspective.
  - Pose a question to the group and then use an overhead projector or flip chart to document the ideas and suggestions that attendees offer.
4. Conclude your presentation by sharing potential generalizations and applications to your research. Provide an opportunity for attendees to also help conclude the session by describing how they might be able to put to use the ideas that you presented from your paper.