

## ATIA 2010 Orlando Speaker Orientation ATIA Accessible Webinar Platform Info

- We will be starting shortly.
- Please check in using the Public Chat feature. Type your name in the space on the right of your screen beneath the “Emoticon” icon and click “Enter”.
- Test your microphone, if you have one, to see if others can hear you. You can use the CTRL key or the Microphone icon in the lower right hand area of the webinar room. Please remember to switch off your mic when you are not speaking.
- If you use a screen reader, you will find accessibility features in the “Options “ menu, “Accessibility” submenu.
- Technical problems? Call Caroline Van Howe , ATIA, at 415-458-3597 or email [programs@atia.org](mailto:programs@atia.org).

# **Welcome to the ATIA 2010 Orlando Speaker Orientation Meeting**

Hosted by: Becky Williams, ATIA Education  
Caroline Van Howe, ATIA Director of Programs

## Speaker Orientation Webinars

Monday, January 18 at 12pm ET / 11am CT / 9am PT  
Wednesday, January 20 at 6pm ET / 5pm CT / 3pm PT  
Friday, January 22 at 12pm ET / 11am CT / 9am PT

Webinars will be recorded and available for viewing.  
The PowerPoint slides will be available for download.

# Welcome & Agenda

## **Agenda**

- Welcome & Introductions
- Onsite Logistics: Speaker Ready Room & Change Forms
- Session Evaluations
- Continuing Education Credit
- Speaker Checklist
- Presentation Tips
- Questions and Answers

## Education Team

ATIA is proud to welcome you as speakers at ATIA 2010 Orlando!

The ATIA Education Program Committee:

- **ATIA Headquarters Team**
- **Joy Zabala, EdD, Chair**
- **Strand Advisors**

### **CEU partners**

- IACET CEUs – provided by AAC Institute

## Strand Advisors

- Dan Comden, Howard Kramer, Mike Marotta, Nancy Meidenbauer and Carolyn Phillips, *Adult Services*
- Amy Goldman and Jeff Higginbotham, *Augmentative & Alternative Communication (AAC)*
- Kelly Fonner, MS, Scott Marfilus, Marcia Sterner and Brian Wojcik, *Education/Learning*
- Jeannie Minkel, *Physical Access/Positioning/Mobility*
- Diana Carl, *Policy*
- Brenda Heiman, *Research and Professional Development*
- Bill Clymer, MBA and Ike Presley, MS, *Sensory Impairment*

Come and say Hello

- **Come and say Hi to the Education team.**
- **Throughout the week, please take a moment to introduce yourself to your Strand Advisor!**
- **All Strand Advisors will have a “Strand Advisor” ribbon on their registration**
- **All Speakers will have a Speaker ribbon**

# ATIA Headquarters Office

## Location: Hibiscus Room

- All ATIA staff wear navy blue polos with the ATIA logo in light blue. All staff are connected via radios. If you cannot find an Education team member, please request that an ATIA staff member contact us for you.
- Speaker Change Forms are available here and all Session evaluations should be dropped off here. There will be a box marked “Completed Session Evaluations”.

## Speaker Change Forms

- Go to the ATIA Headquarters office immediately if you should need to change or cancel your session.
- Onsite speaker change forms will be available to make your request. There will be a box marked “Completed Speaker Change Forms” in the ATIA Headquarters office to submit completed request forms.
- Session updates received before 1:00 pm the day before will be highlighted in the Daily Schedule which will be available throughout the convention center.
- Please encourage attendees to pick up the Daily Schedule to review any schedule changes.

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- Session updates received before 1:00 pm the day before will be highlighted in the Daily Schedule which will be available throughout the convention center.
- Please encourage attendees to pick up the Daily Schedule or check their emailed Daily Update to review any schedule changes.

# Speaker Ready Room/ Checklist

- Please review the speaker checklist prior to your session. Copies will be e-mailed to you and will be available in the ATIA Headquarters office.
- Important tips, notes and announcements have been outlined to ensure a smooth and successful session.
- The Speaker Ready Room is Curacao 1.
  - There will be a sample AV set up
  - Additional Change Forms and Session Evaluations

# Presentation Tips

- Prior to your presentation, determine the location of your session room. Take time to familiarize yourself with the audiovisual equipment and review your session objectives.
- Please arrive 10 minutes early to allow time get settled.
- Ensure that you have an electronic version of your presentation loaded onto your laptop.
- During your presentation, please keep track of time.
- Please repeat each question from the audience before answering so all attendees can benefit from the question and the answer.
- Please leave time at the end of your session for questions and answers if necessary.
- If attendees want to talk with you after the presentation, suggest meeting in the hall so as not to hold up the room for the next speaker.

# Session Evaluations

- Evaluations will be located in each classroom and will be replenished by ATIA staff throughout the week.
- Braille copies will be available in all rooms with URL of electronic session evaluations . An electronic session evaluation is also on the conference DVD.
- Please remind attendees at the end of your session to complete and submit the session evaluations.
- Please collect all evaluations in the room, place them in the envelope provided, and return them to the ATIA Headquarters office
- The **Speaker Feedback Survey** will be distributed to you electronically following the conference.

# CEUS – Continuing Education Credits

- **IACET CEUs**
  - ATIA sessions are approved for Continuing Education Units (CEUs) through the AAC Institute, at no cost to attendees.
  - The AAC Institute has a CEU information table outside the Exhibit Foyer. Please direct all CEU related questions to the CEU information table.
  - CEUs may be obtained online after the event.
- **ACVREP CEUs**
  - Academy for Certification of Vision Rehabilitation and Education Professionals (ACVREP) CEUs are available at no fee for designated sessions
  - Thanks to ACVREP partner, American Foundation for the Blind, for their assistance in providing these new CEUs

# Other Important Information

- Sighted guides and sign interpreters may be reserved at the Accessible Materials & Services Kiosk in the Grand Sierra Foyer – opposite the Registration area
- NEW: Complimentary wireless access for hotel guests in public areas of Convention Center
- New lunch arrangements
  - \$12 voucher for lunch or buy cash items
- Please be sure that you are registered for the conference
- Remember to upload your handouts if you have not already done so!

Any Questions?

Thank you for speaking at  
ATIA 2010 Orlando and generously sharing your time  
and expertise!

If you have any further questions leading up to the  
conference, please email us at [education@atia.org](mailto:education@atia.org).