



## Presenter Registration at the Conference

1. Upon arrival, it is very **IMPORTANT** that you check in at the **PRESENTER REGISTRATION BOOTH** at the **RHODE ISLAND CONVENTION CENTER** and pick up your presentation materials. At that time, please leave a copy of your workshop handouts for our records.
2. All of the concurrent workshop rooms have been set-up in banquet style (round tables). Because of hotel labor contracts, chairs and tables cannot be rearranged and doors cannot be locked.
3. NELMS will provide a screen and display table in each presentation room. For concurrent sessions, **presenters must make arrangements for any other media** by bringing their own equipment or by renting from Ambient Sound (see order form). *Please note that you must provide any power cords or power strips that you may need for additional AV equipment.*
4. We cannot fully predict the number of attendees for your session. If you have a handout, it is wise to prepare the number of copies in accordance with the room capacity. Many presenters provide material electronically to NELMS and we make it available following the conference. You may also choose to post on your own website.
5. Evaluation information will be given to you at presenter registration. These forms are very helpful to NELMS. There may not be enough copies for all your workshop attendees so just randomly pass them out as they enter the room (every third person is suggested).
6. Since the conference schedule is tight, please remember to end your sessions on time and be sure to remind participants to complete the evaluation forms. Collect the completed evaluation forms and return them to the Presenter booth.
7. The returned evaluation forms will be reviewed by NELMS and we will forward evaluation information to you as soon as possible after the conference.
8. Please be reminded that the purpose of presentations is to share information, best practices, and instructional strategies. It is not intended to “**promote or sell**” a product or service. This however can be done through an exhibitor booth, which can be arranged through the NELMS office.

**Thank you for your participation in the NELMS Annual Conference.  
Have fun and enjoy this opportunity.**