

# Presenter Guidelines

Teaching Commons Workshop Series | DePaul University

## PURPOSE

Your goals as a presenter are to introduce a teaching-related topic on which you have expertise, share from your teaching experiences, incorporate relevant research, lead participants in structured learning activities, and provide ideas, strategies, or techniques that participants can apply to their own teaching.

## AUDIENCE

Your primary audience members are DePaul educators. Participants may include graduate teaching assistants, new faculty, experienced faculty, and staff. There may also be a few individuals from neighboring colleges and universities.

## INTERACTIVITY

Workshop participants value the opportunity to interact with their peers and to engage with the topic through active learning exercises. Please dedicate at least half of the session to activities such as group work, structured discussion, and reflective writing.

## TIME & LOCATIONS

In-person workshops are scheduled to last two hours, but plan on leaving about 20 minutes for late arrivals, announcements, and workshop evaluations. In-person workshops will be offered twice: once at the Lincoln Park campus and once at the Loop. Online workshops will be offered only once.

## NUMBER OF ATTENDEES

Participation varies considerably based on campus location, time of year, and interest in the topic. You can expect between 5 and 40 participants at each of your two in-person sessions.

## TECHNOLOGY

In-person workshops are typically held in rooms equipped with a computer, VGA cable, projector, screen, and internet connection. Your workshop host will provide you with a clicker for use during your sessions. Please contact your host if you have any special requests regarding room type, seating arrangement, or additional workshop materials (e.g. markers, butcher paper, index cards).

## MATERIALS

Your host will make copies of handouts as needed. Workshop materials, including slides and handouts, will be posted to the Teaching Commons workshop archive (<http://tlcp.depaul.edu/workshops/>), where participants will have the opportunity to post comments and upload files during or after the workshop.

## SESSION EVALUATIONS

Participants will have the opportunity to give you feedback on your session. Your host will share the evaluation information with you after each session.

## REGISTRATION

Your workshop host will track participant registration and will promote the workshop through emails and announcements. In the past we've found it effective for the presenter(s) to help promote their own workshops through targeted email invitations, announcements at department meetings, and posting on social media.

## QUESTIONS

If you have any questions or concerns about preparing your workshop, please contact us at [teachingsupport@depaul.edu](mailto:teachingsupport@depaul.edu).