



Association of International Education Administrators
Leaders in International Higher Education

2013 AIEA CONFERENCE
IMPORTANT INFORMATION FOR ROUNDTABLE CHAIRS/PRESENTERS

Session Logistics

- Reminder that this is a roundtable discussion session so there should be no formal presentations, although you may wish to make a few remarks in the beginning to frame the discussion.
- You are encouraged to have small group discussions as the main focus of the roundtable discussion with some full group discussion at the end. To that end, it may be helpful to have several key discussion questions for the small groups.
- Expect around 50+ for the roundtable discussions.
- Please note: Media personnel may be present in sessions and roundtables. Please be sure to notify your participants at the beginning of the session.
- Since formal presentations are discouraged, you may not need to be concerned about AV. Please know, however, that there will be AV equipment in the room (although computers and internet are not provided). If you do use any slides, kindly use the AIEA PowerPoint template found here: <http://aieaworld.org/events/2013PresenterToolkit.htm>. Again, formal presentations are strongly discouraged since the focus is on informal small group discussion.
- Evaluation Forms: You will be given a Chair packet for your session containing evaluation forms that should be completed by session participants at the end of your session. Please be sure to note down the number of participants in the space provided. Please turn this envelope in to the registration table as soon after your session as possible. (These instructions will also be found on the label on your packet.) The results of these forms will not automatically be sent to you but you are welcome to request those after the conference by emailing aiea@duke.edu.

Participants List

The conference participant list is available at:

<http://aieaworld.org/events/2013-conference.htm>

This will be updated after registration closes on January 25.

We look forward to seeing you at the conference!