



Presenter Manual

Important Dates and Deadlines:

Signed Speaker Agreement	September 28, 2011
Conference Dates:	January 23-26, 2012
Session Presentation and Materials/URL on Edmodo:	February 3, 2012

Important Facts for Presenters

Conference Registration

As the main presenter of a workshop and/or featured session you are provided **one complimentary** full-conference registration. Your full conference registration includes access to Opening and Closing Sessions, Keynote Sessions, Featured Speaker Sessions and all Concurrent Sessions, as well as Receptions, Special Events and unlimited entry to the FETC 2012 Exhibit Hall. Ticketed Workshops are not included in the conference registration, but you may add them for an additional fee. **The FETC Program Manager will contact you with instructions on the registration process.**

NOTE: All co-presenters are required to register for the conference through the regular registration process (online at fetc.org) and check in with onsite registration upon arrival.

ALL presenters are to check-in at the FETC Registration desk (pick up your name tag, speaker ribbon, and all conference information) located in the South Concourse of the Orange County Convention Center.

There will be a Presenter Equipment Drop-off for those who need special assistance in front of the South Concourse of the Orange County Convention Center.

Social Networking and Professional Learning Communities

Professional development and knowledge sharing with FETC is online too! Get connected with other education technology integration enthusiasts! There are lots of ways to get involved with your peers and session participants at FETC.

Our networking and backchannelling begins on Twitter (@FETC). Follow us on Twitter and share your Twitter name with your participants to engage in further communications. FETC will host a Tweet Up on Tuesday, January 24th in the Exhibit Hall at 5:30 pm!

We have established a social networking partnership with Edmodo. The FETC Community online is where attendees will access your FETC presentations, participate in backchannel discussions during presentations, learn more about exhibitors, attendees and speakers and collaborate on Edmodo, the free and safe social learning platform for schools. Login to edmodo and join the FETC Community today at edmodo www.edmodo.com/FETC, the free communication platform for education.

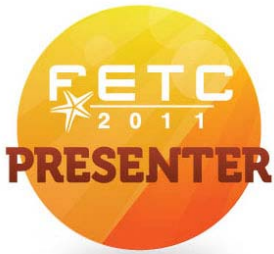


You can also friend FETC on Facebook (<http://www.facebook.com/FETC1>) and get FETC updates as well as find out how others are learning, teaching, and sharing proven ways technology continues to improve education.

Onsite Security

While FETC staff and representatives endeavor to keep the conference facilities safe and secure, conference venues are public spaces accessible to the general public and venue staff. Please be aware of this and be responsible for assuring the security of your own personal equipment and belongings. FETC and its employees are not responsible for the loss or theft of your personal belongings or equipment while onsite or while in transit to or from the convention center.

Multimedia Materials



All presenters will be sent an electronic badge (e-badge) to post on your webpage, blog, twitpic, and/or other internet sharing sites and online environments to display so that people will know you are presenting at FETC 2012. Your followers will appreciate knowing where they can see you presenting. Please hyperlink your e-badge to www.fetc.org where all sessions, keynotes, workshops, schedules and descriptions can be found.

FETC will also provide a set of Presenter Slides that you may choose to use as your power point backgrounds for our 2012 conference. It is not required to use these slides, just suggested to showcase where your presentation was shared publically.

Audio Visual

FETC will provide the following standard A/V room setup:

- 1 LCD projection unit
- 1 screen
- 1 wired lapel microphone
- 1 podium with microphone
- 1 head table with two chairs
- Wireless Internet for participants (SSID: Free FETC 2012)
- Featured Sessions will have House Sound and an AV tech in the room
- Workshops will have Lightspeed Audio Systems

Presenters are required to provide their own laptops or tablets.

****If you are using a Mac device, bring your own dongle to connect to the projector.**

FETC has a few “Technology Sponsors” whose goals are to help presenters enhance their presentations. As these technologies become available, we will email presenters of the opportunities. FETC’s Program Manager will coordinate any additional AV requests you have. Please email FETCsupport@fetc.org.

FETC will provide Ticketed Workshop presenters for **hands-on workshops** a computer presentation station in addition to the aforementioned. Workshop presenters conducting a Bring Your Own Laptop or Lecture/Demonstration workshop will need to have their own laptop or tablet.

There will be a **Presenters Headquarters in Room S329**. This location will house Workshop Headquarters, a Presenter Ready area and the Presenter Storage. The Presenter Ready area will be available to all presenters at the convention center should you wish to “test drive” your presentation and equipment compatibility prior to your session. FETC staff will be available to answer all your questions assist you during the conference at this location.

Presenters Headquarters (Room S329) Hours of Operation:

Sunday, January 22nd:	3:00 pm – 6:00 pm
Monday, January 23rd:	7:15 am – 7:30 pm
Tuesday, January 24th:	7:15 am – 3:30 pm
Wednesday, January 25th:	7:15 am – 4:30 pm
Thursday, January 26th:	7:15 am – 1:00 pm

Session Handouts and Follow-up Materials

Part of effective professional development is providing meaningful electronic presentations, handouts and/or follow-up materials that allow the participants to further their professional learning and implement new technologies into learning environments. Our participants rely on your collaboration and electronic materials and resources to transform their teaching and learning environments.

It is expected that presenters provide electronic presentation materials, handouts and/or follow-up materials for our event participants via Edmodo before, during, or after the event. **ALL presentation materials need to be uploaded by February 3rd, 2012.**

To assist all presenters with uploading materials to Edmodo and utilizing the FETC Community, we invite you to participate in one of three edmodo webinars designed to enlighten speakers.

ALL presenters need to plan to join us on one of these dates:

Friday, December 2, 2011 1:00 pm PT/ 4:00 pm ET

Friday, December 9, 2011 1:00 pm PT/ 4:00 pm ET

Friday, December 16, 2011 1:00 pm PT/ 4:00 pm ET



Here is the link <http://edmodo.adobeconnect.com/fetcspeakers/> for the edmodo/FETC webinar.

Call-in information: 888-394-8197 passcode: 698936

Also, feel free to learn more about Edmodo and how to utilize this online educational resource by attending Edmodo's weekly Introduction Webinars: <http://edmodointro-eorg.eventbrite.com/>

Session Information

For the latest and most accurate information about your session, please refer to the website at www.fetc.org. Each Workshop, Featured and Concurrent Session is posted with a complete description on the home page on the navigation tab titled "Conference".

On the "**Featured**" drop down tab of the Conference link you will find session titles, descriptions, presenter and co-presenter names, presenter biographies and headshots, day, dates and times of your session(s).

On the "**Workshop**" drop down tab of the Conference link you will find workshop titles, descriptions and full details as well as co-presenter names, day, dates and times of your workshop(s). Pre-Conference Workshops offered on Monday and Tuesday (January 23-24, 2012) are 3 or 6 hours in length. All Workshops held on Wednesday and Thursday (January 25-26, 2012) are 2 hours in length.

On the "**Concurrent Session**" drop down tab of the Conference link you will find all Concurrent and BYOD sessions listed. They may be sorted by Presenter Name, Focus Area or Session (there are 9 sessions held Wednesday through Thursday, January 25-26th).

Room numbers and all session information will be published in the FETC Conference Program and on the FETC mobile app.

If any of this information needs to be updated, corrected or changed, please contact Jennifer Womble at jwomble@1105media.com (preferred) or 850-219-9600 office.

Last-Minute Emergencies and Contacts

In the event of a last-minute emergency or unavoidable delay that causes you to be unable to fulfill your commitment, it is of the utmost importance that you advise FETC staff immediately!

Contact Jennifer Womble at jwomble@1105media.com (preferred) or 850-219-9600 office (prior to January 20, 2012) or 850-443-3845 cell (January 21 – 26, 2012) or Lynn Buchanan at lbuchanan@1105media.com or 850-219-9600 office (prior to January 20, 2012) or 850-509-1637 cell (January 21-26, 2012).

Travel Information

The Orange County Convention Center, SOUTH Complex, faces International Drive. The street address for the South Concourse is 9899 International Drive, Orlando, FL 32819.

The Convention Center current charges a per-entry fee of \$13 for passenger vehicles and \$25 for oversized vehicles. After 5 p.m. parking rates are \$8 for passenger vehicles and \$16 for oversized vehicles.

For more information on the Orlando area, travel discounts for attendees, and special ticket offer please visit the travel section of the FETC Website at www.fetc.org.

Contact Information

Featured/ Workshop/AV Information:

Lynn Buchanan
Executive Program Director, FETC
1105 Media, Inc.
Phone: 850-219-9600
Fax: 850-219-9610
E-mail: lbuchanan@1105media.com

General Conference/Housing Information:

Ronica Walker
Office/Project Manager, FETC
1105 Media, Inc.
Phone: 850-219-9600
Fax: 850-219-9610
E-mail: info@fetc.org

Presenter/Mobile APP Information:

Jennifer Womble
Program Manager, FETC
1105 Media, Inc.
Phone: 850-219-9600
Fax: 850-219-9610
E-mail:
jwomble@1105media.com

FETC Mobile APP

New for 2012, all FETC conference information will be available for mobile consumption. FETC will have native apps for both the iOS (iPad and iPhone) available for FREE on iTunes and Android phones through the Android Market. For all other smartphone and tablet users, FETC will provide a mobile optimized web site for their mobile device. Those users will simply go to our fetc.org website and they will be automatically redirected to the mobile site that will function exactly as the app.

Download our FETC event app to stay abreast of all the latest conference information! The interactive maps, floor plans, event schedules and guides, as well as local information, will be available and accessible 24/7. You can also read collateral from speakers and exhibitors, rate sessions, take surveys and plan out your own unique conference route and find products on the Exhibit Floor. With Social Media integration, everyone can stay on top of what's going on at the conference through Edmodo and Twitter. Presenters will be listed in the presenter directory and FETC will be including presenters linked to session descriptions to assist participants in scheduling their conference experience.

What is your favorite non-profit?

FETC wants to help you make a donation in 2012!

Nonprofit organizations support a wide variety of causes that rely, almost entirely, on donations, and often times assist the education community and children (examples of NPOs include charities, trade associations, PTOs, booster groups, health organizations and public arts organizations.) This year FETC wants to make fiscal donations to the non-profit organizations our presenters' value with the Race to Engage Non-Profit Donations challenge.

Each presenter will be given a registration code to distribute to your followers to use when they register. Presenters can share their code by emailing colleagues, posting the code on your webpage, twitter account, blog, linked in, facebook, and/or other internet sharing sites and online environments to display so that people will know your code and use it at the time of their FETC registration. The registration company will keep track of how many times each code is used.

At the FETC Closing Session: APP-Shootout on Thursday, January 26th, FETC will present three big checks on behalf of the three speakers whose code is used most frequently. The checks will be financial donations made to the non-profit of your choice on your behalf! The FETC financial donations will be made to non-profit organizations as a symbol of our effort to make a difference in support of the greater education community.

Want to Present at FETC 2013?

If you or someone you know has a great idea for a presentation at next year's conference, please go to our website @ www.fetc.org and submit your application online. Future presenters may submit workshop, BYOD and concurrent session ideas through the call for presentations online application process. Applications will be accepted starting in **March 2012**.

Participating Conference Hotels

Presenters are responsible for their own hotel expenses and reservations. If you have not already reserved your housing for FETC, you can do so through the FETC Website. Please DO NOT call the hotel, you will not be granted the special conference rate until December 16, 2011.

Doubletree Resort Orlando-International Drive

10100 International Drive
Orlando, FL 32821
Phone: 407-352-1100
\$119 single/double

Embassy Suites- International Drive/Jamaican Court

8250 Jamaican Court
Orlando, FL 32819
Phone: 1-800-327-9797
\$149 single/double

Embassy Suites Hotel- International Drive/Convention Center

8978 International Drive
Orlando, FL 32819
Phone: 407-352-2272
\$189 king/ \$199 double

Hampton Inn-Convention Center

8900 Universal Boulevard
Orlando, FL 32819
Phone: 407-354-4447
\$143 dingle/double

Hilton Garden Inn Sea World International

6850 Westwood Boulevard
Orlando, FL 32821
Phone: 407-354-1500
\$134 single/double

Holiday Inn Resort- The Castle

8629 International Drive
Orlando, FL 32819
Phone: 1-886-889-8039
\$139 Single

by Hilton-International Drive

8745 International Drive
Orlando, FL 32819
Phone: 407-248-2232
\$153 King/\$183 double

Radisson Hotel Orlando

8444 International Drive
Orlando, FL 32819
Phone: 407-345-0505
\$139 single/double

Rosen Centre Hotel

9840 International Drive
Orlando, FL 32819
Phone: 407-996-9840
\$223 single/double

Rosen Plaza Hotel

9700 International Drive
Orlando, FL 32819
Phone: 407-996-9700
\$196 single/double

Rosen Shingle Creek

9939 Universal Boulevard
Orlando, FL 32819
Phone: 407-996-9939
\$223 single/double

Vista Cay Resort

4874 Cayview Avenue
Orlando, FL 32819
Phone: 407-997-0733
\$169 - 2 bedroom/\$179 - 3 bedroom condo

Westin Imagine

9501 Universal Boulevard
Orlando, FL 32819
Phone: 407-233-2200
\$199 single/double

For more information: FETC Housing Bureau--SPAC

Housing: *M – F, 8:00 a.m. – 5:00 p.m. EST*

Phone: 702-938-1490

housing@1105media.com

FETC 2012 Conference Schedule: For up-to-date info visit www.fetc.org

Monday, January 23, 2012

Registration	7:00 am – 5:00 pm
Workshops: (full day)	8:00 am – 3:00 pm
(morning)	8:00 am – 11:00 am
(afternoon)	12:00 pm – 3:00 pm
(evening)	4:00 pm – 7:00 pm

Tuesday, January 24, 2012

Registration	7:00 am – 7:00 pm
Workshops: (full day)	8:00 am – 3:00 pm
(morning)	8:00 am – 11:00 am
(afternoon)	12:00 pm – 3:00 pm
Pre-Keynote Session: Technology Shootout	11:00 am – 12:45 pm
Technology Solution Seminars	1:00 pm – 3:00 pm
First Timers Session	2:00 pm – 3:00 pm
Opening Keynote Session	3:30 pm – 5:00 pm
Exhibit Hall Grand Opening	5:00 pm – 7:00 pm
FETC Tweet Up!	5:30 pm – 7:00 pm
Conference Shuttle Service	7:00 am – 8:00 pm

Wednesday, January 25, 2012

Registration	7:00 am – 5:30 pm
Workshops: (workshop 1)	8:00 am – 10:00 am
(workshop 2)	10:30 am – 12:30 pm
(workshop 3)	1:00 pm – 3:00 pm
(workshop 4)	3:30 pm – 5:30 pm
General Session Keynote: Michael Wesch	8:45 am – 9:45 am
Exhibit Hall Hours	9:30 am – 5:30 pm
Concurrent Session 1	10:00 am – 11:00 am
Dedicated Exhibit Hall Time	11:00 am – 12:00 pm
Concurrent Session 2	12:00 pm – 1:00 pm
Concurrent Session 3	1:25 pm – 2:25 pm
Beverage Break/Dedicated Exhibit Hall	2:25 pm – 3:00 pm
Concurrent Session 4	3:00 pm – 4:00 pm
Concurrent Session 5	4:25 pm – 5:25 pm
FETC Night Out @ Epcot	5:45 pm – 9:45 pm
Conference Shuttle Service	6:30 am – 7:00 pm

Thursday, January 26, 2012

Registration	7:00 am – 2:30 pm
Workshops: (workshop 1)	8:00 am – 10:00 am
(workshop 2)	10:30 am – 12:30 pm
General Session Keynote: Heidi Hayes Jacobs	8:45 am – 9:45 am
Exhibit Hall Hours	9:30 am – 3:00 pm
Concurrent Session 6	10:00 am – 11:00 am
Dedicated Exhibit Hall Time	11:00 am – 12:00 pm
Concurrent Session 7	12:00 pm – 1:00 pm
Concurrent Session 8	1:25 pm – 2:25 pm
Beverage Break/Dedicated Exhibit Hall	2:25 pm – 3:00 pm
Concurrent Session 9	3:00 pm – 4:00 pm
Closing Session: App Shoot-out	4:15 pm – 5:00 pm
Conference Shuttle Service	6:30 am – 6:00 pm

**requires additional fee*