

Policy No: G-2

Subject: Speaker/Presenter Selection

Page: 1 of 3

Effective Date: 6/23/17

Revision Date(s): 4/12/19

Review Date(s):

**Review Responsibility:** National Conference Committee

**Policy Statement:**

AASL strives to present the best-qualified speakers and presenters for the most-current and reliable information available.

**Focus:**

Primary: AASL National Conference Committee

**Definitions:**

Speaker: The term speaker refers to a person who makes a presentation at a general session.

Presenter: Presenters are persons who make presentations at other sessions, such as concurrent sessions and ticketed events including preconferences.

General Session: A session held for a common experience among attendees. A general session can be used for motivation, setting the tone of the event, sharing information, creating an experience, etc.

Concurrent Session: A session that is held at the same time as other sessions. Concurrent sessions are intended to divide attendees into smaller groups with more-focused content of interest (e.g., authors, programming, advocacy, research, etc.).

Author Session: A concurrent session in which authors are the presenters. Author sessions are selected outside of the general concurrent sessions call for proposals.

Ticketed Event: A session or event in which an additional fee is required to attend.

Ancillary Event: A session or event that occurs outside of the general and concurrent session schedule (e.g., Unconference, Authorpalooza).

**Purpose:**

To define the guidelines for selection of speakers and presenters for AASL education courses at national conference.

**Procedure:**

**General Session**

1. The conference co-chairs make the final determination for general session speakers.
2. The AASL Board of Directors will approve the final budget for general session speakers through the annual budget process.

3. The general session author speaker will be finalized by the author co-chairs in consultation with the program co-chairs to ensure presentations are not duplicated among the general session presenters.

### **Concurrent Session**

1. The national conference program co-chairs, in consultation with the conference co-chairs, will determine the goals to be achieved and the content to be included for concurrent sessions.
2. Concurrent sessions may be selected from among proposals submitted, recommendations by members, as a result of wanting/needing to address emerging or new topics since the original call for proposals, or other appropriate sources.
3. Solicited proposals will be scored per criteria established by the program co-chairs.
  - a. A call for program reviewers will be sent with selection criteria to ensure diversity of practice areas, geographic locations, and experience levels.
  - b. Each proposal will be reviewed and scored by three reviewers.
  - c. The program co-chairs will review all proposals, review scores, and make a final determination of sessions slotted for the event.
  - d. A second call for proposals to fill any content gaps may be initiated with final review and approval of programs by the program co-chairs.
  - e. The program co-chairs will determine which sessions could be fill-in sessions should presenter cancellations occur.

### **Research into Practice Session**

1. The national conference research into practice co-chairs, in consultation with the conference co-chairs, will determine the goals to be achieved and the content to be included for concurrent sessions.
2. Solicited proposals will be scored per criteria rubric established and approved by the AASL Board of Directors.
  - a. A call for program reviewers will be sent with selection criteria to ensure diversity of practice areas, geographic locations, and experience levels.
  - b. Each proposal will be reviewed and scored by three reviewers.
  - c. The research into practice co-chairs will review all proposals, review scores, and make a final determination of sessions slotted for the event.
  - d. A second call for proposals to fill any content gaps may be initiated with final review and approval of programs by the research into practice co-chairs.
  - e. The research into practice co-chairs will determine which sessions could be fill-in sessions should presenter cancellations occur.

### **Author Session**

1. There will be a concurrent session track for author presenters and a general session for author speakers
2. The author co-chairs will use the following procedure to finalize the author concurrent presenters:
  - a. The author co-chairs will develop concurrent session topics and descriptions.
  - b. The author co-chairs will contact publishers with a request to submit authors to be considered for the concurrent session panels.
  - c. The author co-chairs may reach out to any publisher to solicit author sessions for national conference. Publishers exhibiting at AASL National Conference will automatically receive an invitation to submit an author for consideration.
  - d. Publishers who are exhibiting at AASL National Conference will be given preferential placement in author sessions.

### **Ticketed Event**

1. AASL Staff, in consultation with the national conference committee co-chairs, will make the final determination of ticketed events.
2. Ticketed events are intended to offer focused content or a unique experience and are budgeted to net revenue.
3. Pre-conference educational sessions may be offered through an open call for proposals in which the conference co-chairs will make a final determination of sessions to be accepted. Pre-conference sessions may also be set by topic without an open call for presenters. The following financial procedures will apply:
  - a. Ticket pricing for pre-conference sessions will be determined based on the cost of the event and will include such factors as honorarium, food/beverage, A/V, and room rental.
4. Tours may be offered for attendees to see more of the local area. AASL Staff, in consultation with local arrangement co-chairs and the convention city's visitor bureau, will make the final determination of tours.
5. Social events will be offered to attendees either as a whole or a sub-set to increase networking and socializing. AASL Staff, in consultation with sub-groups who may request such an event and the AASL President, will make the final determination of social events.
6. A dedicated time for the ESLs Research Symposium will be provided at each conference. This event will be offered at a reduced rate in lieu of an honorarium and is not subject to cancellation. An honorarium may be requested for an outside speaker with AASL staff in consultation with the AASL President to make the final determination.

#### **Ancillary Event**

1. Ancillary events may come through recommendations from the conference committee, board of directors, or staff.
2. The AASL Board of Directors will approve the budget for ancillary events through the annual budget process.
3. AASL Staff, in consultation with the AASL President, will make the final determination of ancillary events based on cost, space availability, and level of interest.