# Assessment Institute in Indianapolis

## Presenter Orientation Session

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# Session Goals

- Explain the purposes of, and audiences for, the Assessment Institute in Indianapolis

- Identify the elements of a good Assessment Institute presentation

- Recognize the logistics associated with presenting at the Assessment Institute

- Prepare and deliver an Assessment Institute presentation to meet attendee needs

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# About the Assessment Institute

- Oldest and largest U.S. event focused on assessing and improving higher education

- Goal is to equip our 1,000+ attendees with knowledge, skills, perspectives, and resources to inform and enhance professional practice in a variety of contexts

- Attendees join us from all fifty states and several foreign countries; various disciplines, parts of the collegiate ecosystem, and institutional types represented

- The 3-day Institute includes professional development delivered via Pre-Institute Workshops, Concurrent Sessions (60-/20-minute), Poster Sessions, and Keynotes

- Numerous exhibitors/sponsors and national-level partners also join us each year

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# About the Assessment Institute

- In addition to the annual conference—scheduled through 2030—here are other affiliated resources of the Assessment Institute:

  - Berlin 2024: International Conference on Assessing Quality in Higher Education
  - *Assessment Update* bimonthly periodical from Wiley
  - Book series with Routledge/Taylor & Francis Group (*Trends in Assessment*, 2E)
  - Free Webinar Series (2022-23: HIPs in the States; 2023-24: Grand Challenges)
  - *Leading Improvements in Higher Education* podcast
  - Consulting and technical assistance

- Learn more and access resources at **assessmentinstitute.iupui.edu**

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# Elements of a Good Presentation

- Recognize the purposes and audiences of the Assessment Institute

- Ensure your presentation content resembles the session title and description

- Communicate learning goals and your plan for achieving them in your session

- Structure your presentation to adhere to time constraints and delivery modality

- Determine how you will intentionally engage the audience throughout your session

- Incorporate concrete (vs. purely theoretical) examples, opportunities to ask questions/follow-up with you, and handouts/resources to refer to afterward

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# Presentation Logistics

- Concurrent session rooms are set theater-style; please adhere to this set-up

- Each room is equipped with screen, projector, Wi-Fi access, podium with a podium mic, sound system, and flipchart/easel with markers

- Presenters need to bring their own laptops, including any associated adaptors and power supplies, to their sessions

- Poster presenters have received dimensions and instructions for their sessions; no electricity or tables are available for these sessions

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# Preparing/Delivering a Presentation

- Please send handout materials you wish to have posted to our website prior to the Institute to [planning@iupui.edu](mailto:planning@iupui.edu) by Friday, October 13, 2023

- Please arrive to your session 15 minutes before the session start time; a technician and an Institute representative will greet you to ensure you are all set

- Please begin and end your session **on time**; we need schedule integrity adherence

- Please back-up your presentation on a flash drive or via cloud-based access

- Please consider turning your presentation into an article for *Assessment Update* by Friday, December 15, 2023

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# Conclusion

- Q&A / Discussion

- Next Steps

- Wrap-up

- Send handouts and questions to **planning@iupui.edu**

- View all the details about the 2023 Institute at **assessmentinstitute.iupui.edu**

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