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
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
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
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
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
Preparing/Delivering a Presentation

• Please send handout materials you wish to have posted to our website prior to the Institute to 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
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