

# Preparing for Symposium

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This document contains information regarding important symposium deadlines, technical guidelines, and presentation expectations. If you have any additional questions, please consult your practicum advisor, or feel free to email [iempracticum@miis.edu](mailto:iempracticum@miis.edu).

## Symposium Information

Thursday - Nov 19, 2015	How to Connect	Time	Room
Videos	Skype Contact: <b>IEMPracticum</b> . Not virtually open to the public.	9am-11:30am PT	McCone 215
Videos		9am-11:30am PT	Craig 10 (CBE)
Poster Fair	Not virtually open to the public.	9am-10am PT	McCone Atrium
Traditional	AdobeConnect using the following meeting rooms. Open Virtually to the Public. (Exact assignments TBA) <ul style="list-style-type: none"> <li><a href="http://go.miis.edu/iemsymp1">go.miis.edu/iemsymp1</a></li> <li><a href="http://go.miis.edu/iemsymp2">go.miis.edu/iemsymp2</a></li> </ul>	12pm-2pm PT 2pm-4pm PT 4pm-6pm PT	McGowan 100
Traditional		12-2pm PT 2pm-4pm PT	Morse B105
Traditional		4-6pm PT	Morse B206

## Due Dates

<b>October 16, 2015</b>	Deadline to <a href="#">sign up</a> for a presentation time and topic.
<b>November 1, 2015</b>	Deadline to submit deliverable presentation to peer review partner.
<b>November 4, 2015</b>	Deadline to practice presentation with your peer review partner and submit peer review feedback to your peer review partner.
<b>November 9, 2015</b>	Deadline to submit PowerPoint slides to G-Drive folder ( <a href="http://bit.ly/1Gi5M2N">http://bit.ly/1Gi5M2N</a> ) using the template provided below. Deadline to submit video to MiddMedia ( <a href="http://middmedia.middlebury.edu/">http://middmedia.middlebury.edu/</a> ) and send your video hyperlink to <a href="mailto:iempracticum@miis.edu">iempracticum@miis.edu</a> .

## Checklist

- Connect with Peer Review Partner

Poster Fair Peer Review Groups		
<b>Group 1</b> Clare Teague Jordan Bowlby	<b>Group 2</b> Rachel Muradyan Angie Stevens	<b>Group 3</b> Kelsey Maher Sandy Pelc

Video Peer Review Groups				
<b>Group 1</b> Steffa Collens David Saide	<b>Group 2</b> Veronica Soto Maritza Munzon	<b>Group 3</b> Patrick McMurdo Luz Vazquez-Ramos	<b>Group 4</b> Reginald Spence Julianne Farrar	<b>Group 5</b> Jacob Jallah Casey Penn

Adobe Connect Peer Review Groups				
<b>Group 1</b> George Payne Ashley Machado Natalie Spencer	<b>Group 2</b> Kelsey Prima Christine Miller	<b>Group 3</b> Adrian Raye Cortney Copeland	<b>Group 4</b> Gloria Avalos Robert Broom	<b>Group 5</b> Maria Mejia Zi Ye
<b>Group 6</b> Aimée Devitto Amy Slay	<b>Group 7</b> Gretta Herrin Christina Irvine	<b>Group 8</b> Sophie Xu Kimberly Bellows	<b>Group 9</b> Kelly Zuniga Theiline Cramer (Tylie)	<b>Group 10</b> Amy Marrison Galen Anderson

- Adobe Connect Presenters**-Create PowerPoint presentation, using MIIS template (right click, presentation object → open):



miisppttemplate.ppt

NOTE: If the logo embedded in the above PowerPoint slide does not download correctly on your slides, take a screen shot of only the MIIS logo and insert that as your background. If using a PC, Snipping Tool works best for this process. If using a MAC, press Command+Shift+4 AT THE SAME TIME to select the screen shot image and the image will automatically save to your desktop.

- Adobe Connect Presenters**-Practice presentation with peer review partner, using AdobeConnect and the same computer/webcam/mic that you will use the day of your symposium session.
  - Link: [middlebury.adobeconnect.com](http://middlebury.adobeconnect.com)
  - Username: [jbowlby@miis.edu](mailto:jbowlby@miis.edu)

Password: iemtest

Click "IEM Test Meeting Room"

- Note that this is a different room and link than will be used for the actual symposium.
- Video Presenters**-Practice your presentation with your peer review partner, including a practice Q&A using Skype.
- In-Person Presenters**- Meet with your peer review partner and practice your pitch and answering potential questions that your partner may have.
- Submit feedback to peer review partner, copying your instructor.
- Submit PowerPoint to your instructor, copying [iempracticum@miis.edu](mailto:iempracticum@miis.edu).
- Sign on at least 30 minutes early for symposium session for video/sound checks

## Assignment Details

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### *Purpose of the Final Presentation Assignment:*

1. Share your expertise with faculty, colleagues, and the on-campus IEM students
2. Practice public speaking in an online or in-person format
3. Demonstrate the ability to proofread and give critical feedback on another's professional work

### *Symposium Structure:*

An on-line symposium along with an in-person poster fair will be developed to showcase students' work at the end of the practicum. At the symposium, where on-campus and off-campus students will interact with each other, each practicum student will present one of his/her deliverable projects in a professional presentation with time left for live Q&A.

The symposium will be organized into 3 distinct presentation styles delivered throughout the day on November 19, 2015. Practicum students are required to participate in the entire 2-hour block to which they are assigned (1 hour for the poster fair), and are invited to join the other sessions virtually or in person in Monterey.

### *AdobeConnect:*

The Adobe Connect groups will be given several two-hour time blocks presented over the course of the day, with approximately 3 to 4 students presenting in each block. Following each 10-minute presentation will be 10 minutes of Q&A time about the deliverable project presented. After each block of presentations is completed, practicum students will have a Q & A session with on-campus students about advice on the practicum search, recommended courses, and other informal topics

### *Video:*

The video presentation groups will be presenting throughout the course of the morning (exact times will be sent out to presenters at a later time). Students will have uploaded their video to MiddMedia and sent the link to their instructor copying [iempracticum@miis.edu](mailto:iempracticum@miis.edu) in the email. The moderator of the

video sessions will have the MiddMedia link to the students' video and will start the presentation by showing the on-campus students the video. (*Practicum students should add the contact **IEMPracticum** to their Skype prior to the presentations*). After the video has been shown, practicum students will then receive a Skype call and participate in a live Q&A session with on-campus students for approximately 10 minutes, leaving the remaining time to discuss practicum search advice and other topics of interest.

### In-person Poster Fair:

The in-person poster fair group will be presenting from 9am-10am in the McCone Atrium area along with other IEM students that are presenting on what they learned while attending a NAFSA Conference. Students will be allowed to begin setting up at 7:30am. Students are expected to have a professional NAFSA type poster and dress professionally during the event. Students will be graded by instructors and peers in attendance and receive feedback after the event.

## Peer Review

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### AdobeConnect:

Students will be assigned peer review partners (see list above). Partners will share their PowerPoints and rehearse their presentations with each other. Using the template form that will be posted in this document and on the WordPress site, provide feedback to your partner on the strengths and weaknesses of his/her presentation, clarity, timing, the slides, and presentation skills. Email the feedback form to your partner and CC it to your instructor by the deadline above.

### Video:

Those who are presenting a video will be expected to share the video with their assigned partner via the MiddMedia link and conduct a Skype call with their peer review partner to mimic the live question and answer session that will take place during the symposium.

### In-person Poster Fair:

The in-person poster fair students should meet with their peer review partner before the deadlines outlined above. Students should use this time to practice their elevator pitch and think of questions that may arise during the poster fair. Peer review feedback should be emailed to your partner after meeting and have your instructor copied in on the e-mail by the deadline above. Peer reviews for the in-person poster fair may be done virtually for convenience.

### Submission Instructions:

This presentation slides must be submitted to the instructor by November 9th in order to create the slide deck for the Symposium. You will be given the MIIS PowerPoint template to use (included in this document). In addition to giving his or her own presentation, each student will at minimum also watch the other students' presentation in his/her same time block and engage in professional dialogue around the topic(s) presented.

### *Grading:*

Students will receive feedback from the instructor, each other, and the on-campus students. This assignment is intended to be the virtual version of a conference presentation and a high caliber, professional, well-prepared presentation is required to earn credit for this assignment. The presentations should be both engaging and interactive.

## **Presentation Guidelines**

- Dress professionally and use a professional background.
- Set up computer/webcam, so that it is in line with your face; do not have it below you so the viewer is looking up at your chin.
- Make sure the room you are in is well lit so the picture is not dark.
- Test equipment – microphone and speaker and webcam – beforehand, and familiarize yourself with how Adobe Connect works.
- Use headphones/earbuds to reduce likelihood of audio feedback.
- Do NOT use Google Chrome, as it is not compatible with Adobe Connect.
- Do NOT use Prezi or anything other than PowerPoint.
- Make sure presentation is simple (no videos!) but interesting with some imagery (photos, charts/graphs, graphics) and not too much text (and text should not be too small).

# Adobe Connect

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## **Technology**

Symposium Go Sites that will be assigned and used on the day of the Symposium:

- [go.miis.edu/iem symp1](http://go.miis.edu/iem symp1)
- [go.miis.edu/iem symp2](http://go.miis.edu/iem symp2)

### *Key Points for Adobe Connect:*

- No Google Chrome!
- All presentations must be in PowerPoint, using the provided MIIS template.
- Every presenter must run the Adobe Connect audio wizard and test both audio and video equipment before the session (during the peer review session, the day before, and 30 minutes before the symposium)
- Turn your speakers down and your microphone up.
- Mute your microphone when you are not speaking.
- You will be promoted to presenter status during your presentation and will then advance slides on your own.

- Do not worry about the chat box during your presentation. Any questions asked there will be read out to you and the viewing audience once you have finished.

*Review the Quick Start Guide for Participants:*

[http://www.adobe.com/content/dam/Adobe/en/products/adobeconnect/pdfs/VQS\\_Guide\\_for\\_Participants.pdf](http://www.adobe.com/content/dam/Adobe/en/products/adobeconnect/pdfs/VQS_Guide_for_Participants.pdf)

*Test your connection:*

[http://middlebury.adobeconnect.com/common/help/en/support/meeting\\_test.htm](http://middlebury.adobeconnect.com/common/help/en/support/meeting_test.htm)

If you have not attended an Adobe Connect meeting on your computer:

- Download the Adobe Connect Add-In: <http://www.adobe.com/support/connect/downloads-updates.html#meeting-add-ins>

*Logging In:*

Login as a "Guest" with your first and last name, no password required. Upon login, please go through the **Audio Setup Wizard** to make sure your computer is configured:

1. Select "Meeting" in the upper left drop down menu > Audio Setup wizard.
2. Follow the on-screen instructions to optimize audio quality. If a dialog box appears requesting access to your camera and microphone, click Allow.

## Video Presentations

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*Assignment:*

Students creating a narrated video will feature how they created one of their deliverables. Students will be responsible for all the technical aspects in the creation of the video. The videos may be featured on the IEM blog or MIIS website (with your permission). Videos should include an introduction and description on the deliverable and be between 5-7 minutes long. If you would like to showcase your video on your e-portfolio or other public facing platforms, keep in mind that any images/music you use in your video must be copyright/fair use compliant. Videos must be uploaded to MiddMedia and have the link sent to their instructor (copying [iempracticum@miis.edu](mailto:iempracticum@miis.edu)) by November 9, 2015.

**Examples**

Eli Hatch: Making Friends in the US: <https://www.youtube.com/watch?v=QbMyqUdxiFA>

Amy Marrion: U.S. Holidays: <http://youtu.be/DH1eB9gdC8o>

*Tools:*

Screencasting tools allow you to record whatever is on your screen and narrate simultaneously. The basic idea is that you prepare a slide deck (PowerPoint, Keynote, Prezi) and draft a script with what you want to say. Then, you may use a screencasting tool to record yourself going through your slides.

There are lots of different tools. Some, like Camtasia, include editing functionality. iMovie works a little differently, but you can also add voiceover to an iMovie project. Other tools like QuickTime Recorder

and Screencast-O-Matic only have recording functionality. In other words, if you make a mistake while you're recording, you have to start all over.

### *Optimal Tools:*

- Camtasia (Mac + PC)
  - free 30 day trial download:  
[https://signin.techsmith.com/?wa=wsignin1.0&wtrealm=https%3a%2f%2fwww.techsmith.com&wctx=rm%3d0%26id%3dpassive%26ru%3d%252fdownload%252fcamtasia%252f&wct=2015-09-23T15%3a10%3a52Z&client\\_id=CA85C23B-DC70-4B23-90BF-6A10E7406F97&trial=true](https://signin.techsmith.com/?wa=wsignin1.0&wtrealm=https%3a%2f%2fwww.techsmith.com&wctx=rm%3d0%26id%3dpassive%26ru%3d%252fdownload%252fcamtasia%252f&wct=2015-09-23T15%3a10%3a52Z&client_id=CA85C23B-DC70-4B23-90BF-6A10E7406F97&trial=true)
- iMovie (free for Mac)
  - Depending on your familiarity with iMovie, you may want to use QuickTime Recorder to record/narrate your slides, and then use iMovie for editing

### *Additional Tools (no editing functionality):*

- QuickTime Recorder (free for Mac)
- Screencast-o-matic: <http://screencast-o-matic.com/>
  - (free, 15 minute max recording with watermark)
- PowerPoint and Keynote
  - certain versions of these tools include recording functionality

### *Technical Requirements:*

Your finished video should be exported as a video file (typically mp4 or mov) and uploaded to your MiddMedia account. MiddMedia is Middlebury's private video hosting system, which you all have access to with your MIIS username and login. MiddMedia accepts the following file types:

.mp3 (audio/mpeg)  
.mp4 (video/mp4)  
.flv (video/x-flv)  
.avi (video/x-msvideo)  
.asf (video/x-ms-asf)  
.dv (video/x-dv)  
.m4v (video/x-m4v)  
.mj2 (video/x-motion-jpeg)  
.mjp (video/x-motion-jpeg)  
.mjpg (video/x-motion-jpeg)  
.mkv (video/x-matroska)  
.mov (video/quicktime)  
.mpeg (video/mpeg)  
.mpg (video/mpeg)  
.ogv (video/ogg)  
.qt (video/quicktime )  
.rv (video/vnd-rn-realvideo)  
.swf (application/x-shockwave-flash)  
.wm (video/x-ms-wm)  
.wmv (video/x-ms-wmv)  
.webm (application/octet-stream)  
.m4a (application/octet-stream)

You can log in to MiddMedia at <http://middmedia.middlebury.edu/>

### *Support:*

Be very intentional about the tool you pick. If you are working with a new platform, there will be a learning curve. You will have to dedicate time to teach yourself the tool before you can create a high quality product.

### *Lynda:*

Lynda is an incredible on-line resource for learning all manner of digital tools, available to the MIIS community. Through guided video tutorials and step-by-step instructions, Lynda can teach you how to use any number of programs. Get to know Lynda!

### *How it works:*

Visit [go.miis.edu/lynda](http://go.miis.edu/lynda)  
Input your name and MIIS email  
Search for the tool you want to learn

### *Camtasia Tutorials:*

Lynda offers comprehensive training on Camtasia for PCs.  
If you're a mac user, refer to the following tutorial series: <https://www.techsmith.com/tutorial-camtasia-mac-current.html>

### *DLC:*

Although most of you are remote and cannot access the DLC's recording booths and equipment, you can still contact them with questions or set up virtual consultations via Skype during business hours.  
Email: [dlc@miis.edu](mailto:dlc@miis.edu)  
Make an appointment: <http://sites.miis.edu/dlc/appointment-request/>

## In-Person Presentations

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### *Assignment:*

The in-person poster fair group will be presenting from 9am-10am in the McCone Atrium area along with other IEM students that are presenting on what they learned while attending a NAFSA Conference. Students will be allowed to begin setting up at 7:30am. Students are expected to have a professional NAFSA type poster and dress professionally during the event. Students will be graded by instructors and peers in attendance and receive feedback after the event.

### *Tools:*

Here is a link to some great suggestions by NAFSA for how to create a more effective poster: <http://bit.ly/1FImdVP>

# Grading IEM Symposium Presentation

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Since this course is graded as Pass/No Pass, students will not be assigned letter grades for their performance in the IEM symposium presentation. Rather, professors will use the following criteria to determine if a student has passed (indicating B level or higher quality), Not Passed, or Needs Improvement:

- Visual presentation is well-organized and easy to understand/follow for the viewer.
- Oral presentation is succinct and clear for the listener. The speaker is articulate and poised and responds well to questions with understanding and depth.
- Professional Presentation: Presenter is professional in tone and dress. Presenter is well-prepared. Being well-prepared means that the oral presentation has been clearly practiced.
- Content is relevant to the audience and to the field of international education; it explains the usefulness of the deliverable to the practicum site; it is connected to the IEM learning outcomes; and it includes personal reflection.