



Dear Colleague,

You are receiving this email because you are a roundtable presenter at AAAL 2023.

This email contains important information about the time and length of your presentation, audio/visual equipment, and WIFI connection at the hotel.

#### **What to know:**

**Date, Time, and Location:** All roundtables will be held on (1) Monday, March 20 in the Mt. St. Helens room on the 2nd floor from 8:00 am – 5:05 pm, and (2) Tuesday March 21 in the Mt. St. Helens room on the 2nd floor from 8:00 am – 12:00 pm. Please consult with the schedule of roundtable presentations in [THIS](#) link to find your designated presentation time.

**Format:** There will be 11 concurrent roundtable presentations in the room during your 30-minute session. You will be assigned to a table that seats up to 10 attendees. A large poster outside of the Mt. St. Helens room will tell you which table you are assigned to. Make sure to check your table assignment.

**Session Time Length:** You have 30 minutes: 10-15 minutes to speak on your topic and 15-20 for discussion and Q&A. There will be a timekeeper in the room. You and the rest of concurrent presenters at each table will be stopped after 15 minutes to begin the group discussion.

**Equipment Note:** For roundtable sessions, **no A/V equipment is available.** You are free to bring a printed handout or use your own laptop, but only to show to the attendees at your table. There will be NO projector for PowerPoint slides or extension cords provided. If you bring your laptop, make sure it has enough battery power to last for the duration of your session as the proximity to outlets is uncertain.

**WIFI Connection:** WIFI will be available for attendees at the conference venue (Network name: AAAL2023 and password: AAAL2023) but only for personal internet surfing and email. Remember you will be sharing the internet with all other attendees. Accordingly, AAAL stresses to all presenters that internet connections may not be reliable during presentations. If during your roundtable you want to connect to an internet site, you should have a backup plan. **Synchronous participation or interaction (Zoom, Skype, FaceTime, etc.) is NOT allowed at any point for your session** at the AAAL 2023 conference. The WIFI infrastructure in the hotel cannot sustain multiple presenters being Zoomed in across rooms. **The connections will likely collapse.**

We look forward to seeing you in Portland, OR!

The AAAL 2023 Conference Team