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# 2018 MUSIC RESEARCH AND TEACHER EDUCATION **NATIONAL CONFERENCE**

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Atlanta, GA | March 22-24

Dear Session Presiders-

To keep a tightly-packed conference running on time, please attend to the following:

- a. For AV or technology issues, call or text Marie Fredlake at 202-631-1057.
- b. For all sessions, regardless of length (30, 60, 90), remind presenter(s) that the last 10 minutes should include 5 minutes for questions and 5 minutes to clear/reset the room.
- c. Start on time.
- d. Provide a brief introduction: "I am pleased to present [name], [title], [affiliation]."
- e. Five minutes prior to the session end, stand and gently help things to a close.
- f. Prior to end-of-session chatting, be on task to helping the presenter break down technology so that the next presenter can get set up. Time is tight!

Thank you, again, for helping the conference run smoothly.