

SPEAKER PACKET

2012 New Learning Technologies Conference

February 15-17, 2012
Caribe Royale Orlando Hotel
Orlando, Florida



Training, Education and Job Performance Improvement

Conference Sponsored
by



SALT®

Conference & Exhibits managed by Learning Technology Institute®

Phone: (540) 347-0055

Fax: (540) 349-3169

Website: WWW.SALT.ORG

Important Information & Reminders

New Learning Technologies 2012 SALT[®] Conference Caribe Royale Orlando Hotel Orlando, Florida

February 15-17, 2012

Sponsored by
Society for Applied Learning Technology[®]

Managed by
Learning Technology Institute[®]

PRIMARY SPEAKER REGISTRATION (ALTERNATE PRIMARY SPEAKER): Primary Speakers receive a gratis registration to attend the entire conference. Primary Speakers **Do Not** need to register, as you are already pre-registered. You will pick up your badge and proceedings notebook at the SALT Conference registration desk.

CO-SPEAKER REGISTRATION (ALTERNATE CO-SPEAKER): Co-Speakers, if attending the entire conference, will need to pay a discounted registration fee of \$350.00 each. Please fill out the attached co-speaker registration form and fax it to (540) 349-3169 or mail with payment to Learning Technology Institute, 50 Culpeper Street, Warrenton, VA 20186.

If you have questions regarding registration, please contact Carrie Vespico, at (540) 347-0055 or carrie@lti.org

HOTEL ACCOMMODATIONS: Speakers should make their own hotel reservations. A limited number of rooms have been set aside at the discounted rate of \$169.00 single/double. Room rates are subject to availability, so please make your reservations as early as possible. Special room rates may not be available after Jan 14, 2012. To receive the special conference rate, call the toll free reservation number at the Caribe Royale Orlando Hotel (888) 258-7501 and reference the "SALT Conference". You can also register online through the SALT website (www.salt.org) Conference [Hotel](#) section. <http://www.salt.org/fl/orlandoH.asp?pn=oHotel>

The Caribe Royale is pleased to offer SALT participants the following during their stay:

- Complimentary InSuite Internet access
- Complimentary Self-parking
- Complimentary Fitness Center access
- No Resort Fees

SPEAKER CANCELLATION POLICY: In the event you have to cancel your presentation, please call Carrie Vespico as soon as possible. **DO NOT e-mail your cancellation notice.** Office: (540) 347-0055 or Mobile: (540) 878-1611.

PAPER DUE DATE – JANUARY 15, 2012: Speaker Papers and/or PowerPoint slides are due by January 15, 2012. They will be included in the conference proceedings. Speaker papers and/or PowerPoint slides should be emailed to saltp@salt.org. If submitting a paper, the length is not strictly limited, but please try to limit your text and graphics to 10 megabytes (MB) of file space (**no audio or video**). **It is REQUIRED that you submit either a paper or your PowerPoint presentation to be included in the conference proceedings.** We will confirm the receipt of your paper and/or slides via e-mail. If you do not get a confirmation, please contact us at (540) 347-0055.

COPYRIGHT AGREEMENT FORM: All authors should sign the attached Copyright Agreement Form and fax it to (540) 349-3169 by **January 15, 2012**. This copyright agreement grants us permission to publish your paper or PPT slides in the conference proceedings.

CONFERENCE SESSION ROOM SET-UP: We DO NOT provide computers. Please bring your own laptop along with your PowerPoint presentation loaded on it. Each conference hall will be equipped with high speed Internet access, audio speakers, a large screen, and video projector, which can be used to display output from a PC or Mac. If you require additional special AV equipment, contact Tod Morgan at tod@lti.org, or call (540) 347-0055.

SPEAKER CHECK-IN: When you arrive at the Caribe Royale Orlando Hotel, please check-in at the SALT[®] registration desk that will be located in the Caribe Royale Convention Center, in the Grand Sierra North Foyer during the following hours.

SALT CONFERENCE REGISTRATION DESK HOURS:

Tuesday, February 14th	12:00 PM to 6:00 PM
Wednesday, February 15th	7:30 AM to 5:00 PM
Thursday, February 16th	7:30 AM to 5:00 PM
Friday, February 17th	8:00 AM to 12 NOON

NETWORKING RECEPTION: WEDNESDAY, FEBRUARY 15TH - 5:00 PM TO 6:30 PM

SALT[®] will be sponsoring a networking reception Wednesday evening, February 15th from 5:00 pm to 6:30 pm in the exhibit hall (Grand Sierra F, G & H Ballrooms). As a conference participant, we would like to invite you to join us. There will be a cash bar and complimentary hors d'oeuvres. **PLEASE RSVP:** To help us plan accordingly, please e-mail carrie@lti.org to indicate if you **will** or **will not** be attending this networking reception.

PRESENTATION SUGGESTIONS: The following suggestions are offered based upon experience at previous meetings, and comments, which have been offered subsequent to these meetings.

READING TEXT - Since we expect to publish the text of your remarks, it will make for better audience acceptance if you do not read the written text but rather comment on the subject matter and highlight essential points.

PRESENTATION ORGANIZATION - If a demonstration is to be conducted, it is far better to have the demonstration early in the presentation with a minimum of introductory comment and then explain the application or technology based upon the demonstration. When the application demonstration is at the end of the presentation, much of the explanation is lost upon the audience who do not have a prior comprehension of the technology being discussed. "A picture is worth a thousand words." Omit lengthy background information in advance of the presentation, either on organization or project initiation. Very brief introductions will increase comprehension of your subject and promote time for questions.

COMMERCIALS - Avoid product or company commercials. It is entirely appropriate to couch your presentation in terms of a product or system you work with. However, it should be in a professional manner and not be perceived as a marketing pitch.

AUDIENCE SENSITIVITY - Our attendees are mixed as to race, age, sex, and creed. Many are multinational or have corporate affiliation with multinational companies. The Society is an international organization and, hence, speakers should be sensitive to avoid comments or examples which would be inappropriate in terms of the foregoing.

SLIDES AND VISUALS - In creating slides or visuals, it is always advisable to avoid lengthy text, small type face, or busy charts that are not completely related to the discussion. It is better to create simplified chart forms which can be individually related to an overall scheme but explained as a separate entity. Use large type for electronic slide show presentations.

PLANNING YOUR TIME - It is always desirable to have a little time left for questions and, as indicated above, the optimum arrangement would be to start with a demonstration, move to an explanation of the technologies, preferably utilizing visuals, and lastly describing hypotheses and conclusions. If you wish to have audience questions after your presentation, please allow sufficient time since the program chairpersons are requested to keep each presentation on schedule.

GENERAL SPEAKING SUGGESTIONS

- **Do Not** read your presentation from your PowerPoint slides.
- Remember to speak to the audience, not the screen.
- Allow the last 5 to 10 minutes of your presentation for Q & A.
- In question and response periods, please repeat the question that was asked.

- Guidelines -

New Learning Technologies 2012 Conference Proceedings

Paper and/or PPT Slides Due Date: January 15th 2012

The paper should begin with a Title, Author(s) Name, and Company Affiliation.

ABSTRACT: A one paragraph abstract, of not more than 150 words, must be included at the beginning of the paper. It should be a summary (not an introduction) and complete in itself.

KEYWORDS: Three or four keywords or phrases to reflect paper content.

WHERE TO SEND YOUR PAPER AND/OR SLIDES: Speakers are required to submit a paper and/or PowerPoint slide presentation, as an attachment, to saltp@salt.org. The deadline to submit is **January 15th, 2012**. Please also fax the signed **Copyright Agreement form** to (540) 349-3169. If you send your paper and/or slides to any other email, it may delay or possibly eliminate your information from being included in the conference proceedings.

DOCUMENT FORMAT: Format your submissions as you would like them to appear in their final format. Submissions will be published in the conference proceedings, however no video or audio files will be included. Paper length is not strictly limited, but please try to limit your text and graphics to 10 megabytes (MB) of file space (no audio or video).

PAGE NUMBERS AND IDENTIFICATION: Please number each page of your manuscript and identify illustrations by *figure number, table number, etc.*

REFERENCES: A "references" section, if included, should appear at the end of the paper with a heading of **References**. The list of works cited is arranged alphabetically by senior author's last name (see the example below).

EXAMPLE: Author, S. and J. Author. 1991. *Title of Book Cited*. City, ST: Publisher.
Author, S. and J. Author. 1991. Title of Article Cited. *Magazine or Periodical*. 1(1).
Author, S. and J. Author. 1991. Title of Thesis Cited. University or College. Unpublished Master's Thesis.
Author, S. and J. Author. 1991. Title of Article Cited. In *Proceedings of the XYZ Conference*. 1.

ABOUT THE AUTHOR

Biographical sketches of the author(s), not to exceed 150 words should follow the references. The biographical sketch should have a heading of **About the Author(s)** and should contain the following information: full name, title and organization, business phone number, Internet address, primary responsibilities; brief summary of past experience, and educational background.

PROOFING AND EDITING: Please check to make sure that your submissions are complete. Please have your article proofed and copy edited before submitting it. **SALT[®]** is not responsible for typographical errors or technical inaccuracies.

HANDOUTS: Because speakers can now submit up to 10 MB of material, speakers should include any handout material to be included in the conference proceedings. **Hardcopy handouts should not be brought to the conference.**

AV EQUIPMENT: **Speakers are responsible for bringing their own laptops with presentation loaded on it.** Each conference hall will be equipped with high speed Internet access, a video projector which can be used to display output from a PC or Mac, screen and speakers.

Author's Warranty and Transfer of Copyright Agreement

The author(s) hereby warrants that the manuscript/presentation entitled

which has been submitted to the Society for Applied Learning Technology[®] for publication is original and has not been submitted for publication or published elsewhere. Furthermore, where applicable, author(s) also warrants that written permission has been obtained from third-party copyright holders to republish all or part of their articles, translation, etc. as part of the above mentioned manuscript.

If you have more than four (4) authors, please duplicate this form.

Author Signature

Author Signature

Print Name

Print Name

Title

Title

Date

Date

Author Signature

Author Signature

Print Name

Print Name

Title

Title

Date

Date

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Co-Speaker Name: _____

Title: _____

Company: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Co-Speaker Registration Form

PRESENTATION INFORMATION:

Co-Speaker Registration **\$350**

SALT® Membership (optional) **\$100**

Networking Reception (Wednesday, February 15th, 2012 - 5:00 to 6:30)

Total Amount: \$ _____

Method of Payment (U.S. funds only): Please make checks payable to Learning Technology Institute.

Check Master Card Visa American Express Discover

Card Number _____ Expires _____ Security Code _____

Name on card _____ Signature _____

For office use only
Registration Date: ____/____/____ **C L E P P I D**