

## Tips for a successful science conference

- Reserve the library or a common space early, so presentations can be spread out and noise is dispersed.
- Give the audience a task to do. 3, 2, 1 notes work really well for presentations (see student packet) and hold audience members responsible for learning.
- Sketch a blueprint where each presenter will set up beforehand and label each space with numbers. Later, students can be assigned a number to indicate the wall or table space at which to set up their project.
- Have a class discussion that asks students to establish norms for presenters and audience members prior to the event. Then, display these norms on a board or overhead projector before presentations begin as a reminder of what is expected.
- Create an agenda and stick to it. Be sure to leave time for setup (rotating between groups, clean-up, and changing of clothes).
- Invite other teachers, staff, or even parents so the mood of the conference stays formal. Even though this is during school, a few extra adult audience members help set a more formal tone. The invite could either be a general e-mail you send out or student-created invitations.