

PRESENTER REGISTRATION FORM

We would like to take this opportunity to invite you to share your knowledge, ideas and successes with colleagues from across the state at this year's METIS. This annual symposium is hosted by the Mississippi Department of Education/Office of Technology and Strategic Services. It is open to superintendent, administrators, IT/technical staff and directors, teachers, business managers, school improvement team members, program directors and anyone with an interest in the importance of quality data to improve student achievement.

Please submit this registration form by April 5, 2019. All forms will be read and reviewed by the METIS Committee. Selected presenters will be notified by **May 3, 2019**. If selected as a presenter, your PowerPoint presentation will need to be submitted by June 7, 2019. Use a separate registration form for each proposed session.

Session Information: All concurrent sessions are 45 minutes long. If you feel your presentation would require a double session (1 1/2 hours), please email the METIS Team. The presentation timeframe will include introductions, presentation material and Q&A. Presenters are responsible for providing copies of handouts and any materials that will be used during presentation. All session rooms are arranged classroom style and will be equipped with a podium, microphone, laptop and projector/screen. Presentations should provide attendees with educational value. Please refrain from promoting a specific business, product, or service.

PRESENTER INFORMATION:

Presenter Name: _____

Role/Title: _____

School/Organization: _____

Mailing Address: Work Home

City: _____ State: _____ Zip/Postal Code: _____

Phone: _____ Work Home Cell

E-mail: _____

About Presenter:

First time presenting at METIS I have presented at METIS in the past

Are you an exhibitor? Yes No Does your presentation require sound? Yes No

PRESENTATION INFORMATION:

Session Title: _____

Brief Description of your presentation: (a general overview of your session)

Which Track:

Instructional Data Policies & Standards Technology Other Educational Area

Which day(s) are you available? Day 1 (July 17) Day 2 (July 18) Day 3 (July 19)
 A.M. P.M. A.M. P.M. A.M. P.M.
 All Days (July 17-19)

How many sessions on this topic? _____ Day 1 _____ Day 2 _____ Day 3

Room capacity: (Please select only one)

75 150

Facilitator needed: (Monitor time, temperature, crowd control, assist with handouts, etc.)

Yes No

Additional guests to assist with presentation: (maximum of 2 complimentary)

Name: _____ Organization: _____

Phone: _____ Email: _____

Name: _____ Organization: _____

Phone: _____ Email: _____

Goals/Objectives: (briefly describe the goal/objective of your session)

Please email your presentation to metis@mdek12.org

Presenters receive no compensation for their services; this is strictly on a volunteer basis

For more information, please contact Barbara Young or Debra Hines at 601-359-3487 or email metis@mdek12.org.

Please save this form and email to metis@mdek12.org.