

Guidelines for Clinical Conference

Please read these guidelines for presenting at the 40th Annual AALS Conference on Clinical Legal Education. This information will be helpful in the lead-up to the meeting and onsite in order to have a successful session. You'll also find a list of frequently asked questions at the end of this document.

Session room facilities

Room Set-Up – Plenary Sessions:

The standard meeting room set-up for Plenary Sessions includes:

- Theatre seating (*rows of chairs facing front of room with center aisle*)
- Chairs seated a head table at the front of the room, for speakers
- LCD Projector and Screen. A laptop is **not** provided; speakers must provide their own laptops

Room Set-Up – Concurrent Sessions and Workshops

The standard meeting room set-up for Concurrent Sessions and Workshops includes:

- Curved theatre seating (rows of chairs facing front of room with center aisle)
- Chairs seated at a round table in the front of the room, for the speakers
- Flipchart and markers
- **Only if requested:** A/V support package (screen, cart, connecting cables) to connect your own laptop with your own projector

A/V Set-Up

Laptops are NOT provided at the meeting. You must bring your own device or arrange to share one with another presenter.

Concurrent session and workshop rooms are NOT provided with a projector for your presentation. If your session plans to use a projector, you must bring your own and request an A/V Support Package (screen, cart, connecting cables.)

Before the Meeting: Timeline

Coordinating with other presenters

We recommend that concurrent session and workshop speakers follow this basic timeline in order to have the most successful and organized program possible at the Clinical Conference. Please keep AALS informed of the addition or cancellation of presenters.

At least **6 weeks before** the Clinical Conference, moderators or session coordinators should

- Contact and introduce yourself to your fellow presenters
- If you plan to bring and use an LCD projector, arrange for presenters to upload their PowerPoint presentations onto one speaker's designated laptop. *Reminder: AALS does not provide laptops for any sessions, and does not provide*

- *an LCD projector for concurrent sessions or workshops.*
- Determine the order of the presentations.

Before you get to the meeting,

- Ask presenters to arrive 15 minutes prior to the session start time.
- Ask them to be available to attendees following the session to continue answering questions outside the meeting room.

When you are **at the meeting,**

- Visit AALS Registration to pick up your name badge and program materials before you attend or speak at your session.
- All speakers should meet with your fellow presenters at least 15 minutes before your session begins to discuss the format of the session.

Time Management During a Session

Managing time (and speakers) during a session can be challenging. To help your concurrent or plenary session stay on track, consider the following:

Most sessions are 90 minutes in length. We recommend that you plan for five minutes of brief introductions, and 15 minutes of Q&A at the end.

This leaves 50 minutes for the presentations themselves, divided among all your presenters.

Registration and Housing

Registering for the Conference

The easiest way to register for the Clinical Conference is through our secure [online registration system](#). You will receive an email confirming your registration when you are done, followed by a second email regarding hotel reservations (see below). Please contact registration@aals.org or visit the [Registration FAQs](#) if you have any questions.

We recommend that you register as soon as possible. For all registrations received after April 18, 2017 there is an additional onsite charge of \$50.

Hotel Reservations

For information regarding housing and hotel reservations at the Clinical Conference, visit the [Housing FAQs](#). Once you have registered for the Clinical Conference, you will be separately emailed a link to book your hotel reservation. Please contact registration@aals.org if you have any questions.

Frequently Asked Questions

If I am a presenter and I am attending only the session I am participating in, do I need to pay the registration fee?

Yes, all law faculty and professional staff who attend any session need to pay the registration fee. To register, please visit our [registration website](#).

Who can assist me with questions about my presentation topic and length?

We recommend that you contact the law school faculty member who invited you to speak to discuss your presentation topic. Please see the online [live program](#) to view the description of your session and the other speakers presenting.

Once you open the link, you can type Ctrl+F to open the search box and type the name of the session, then click on the hyperlink to open the session and see participants and the description.

What is the AALS accessibility policy?

AALS is committed to making our meetings and events accessible to all of our speakers and attendees. Visit aals.org/clinical2017 and click on "Accessibility" for more information. Please contact the AALS at accommodations@aals.org so that we may assist you.