

TXDLA Presenter Orientation

DALLAS, TX. MARCH 21 - 23
XXI CONFERENCE



*CALLING ALL
AGENTS OF CHANGE*

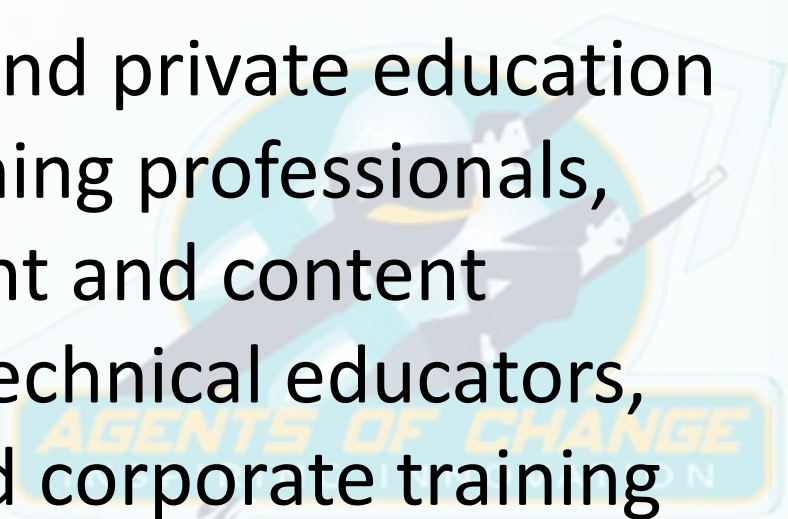
JOIN US TO INSPIRE INNOVATION **»»**

TxDLA
Texas District Learning Association

Texas Distance Learning Association

TxDLA is the leading Texas membership association for distance learning professionals.

- We represent the public and private education institutions, corporate training professionals, distance learning equipment and content providers, vocational and technical educators, and continuing medical and corporate training professionals



DALLAS, TX. MARCH 21 - 23
XXI CONFERENCE



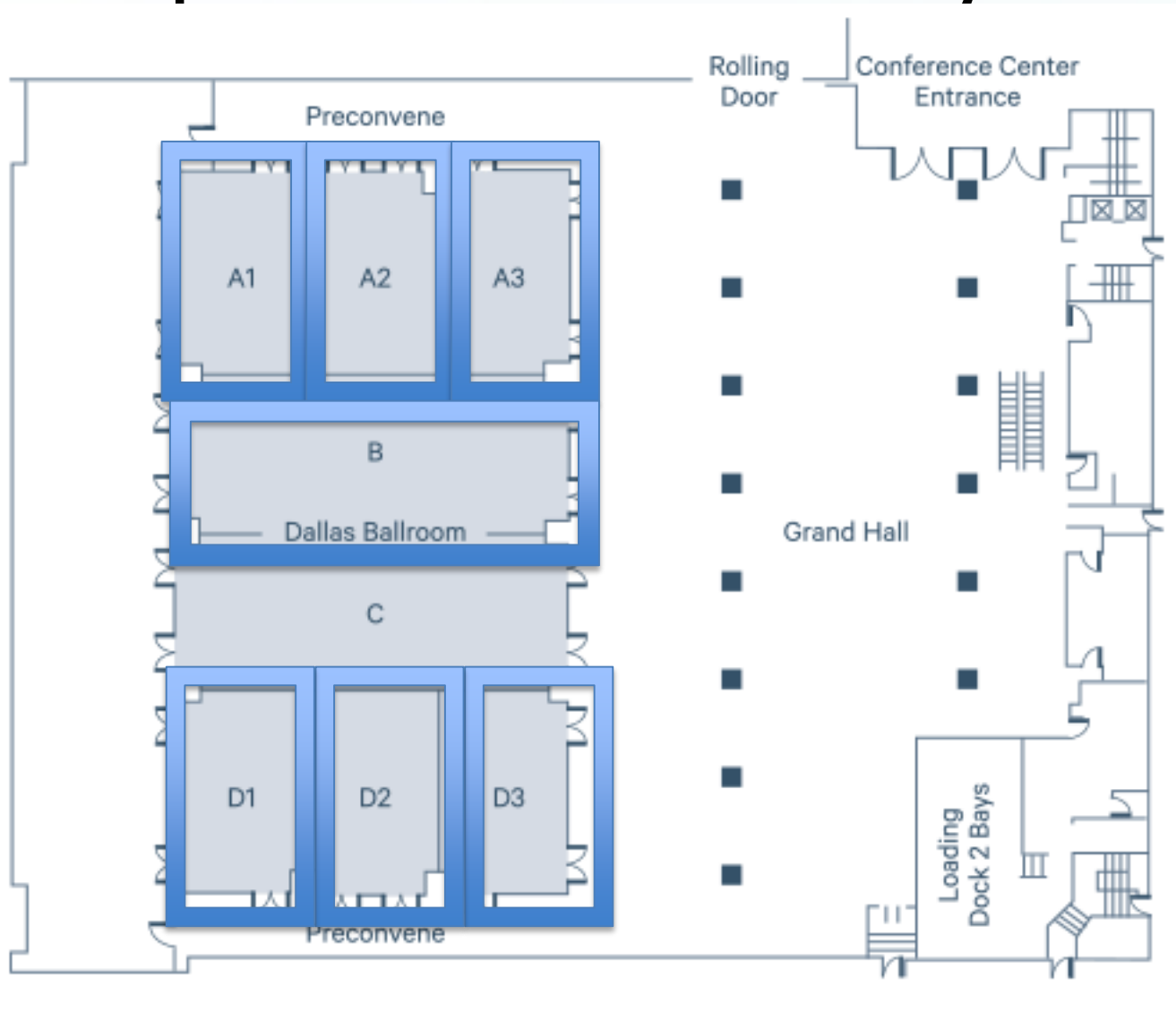
TxDLA 2018

Sheraton Dallas Hotel
400 Olive St
Dallas, TX 75201

- 40+ partners and exhibitors
- Twelve exhibit hours across three days
- Over 125 different Texas colleges, universities, educational service centers and independent school districts



Map & Conference Layout



Breakout Room Setup

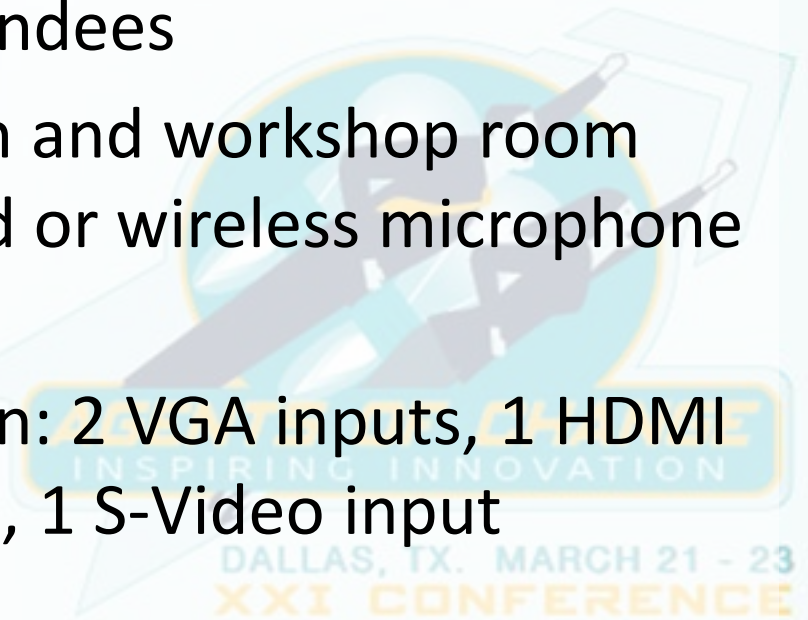
Classroom style

- Podium/ Head table with microphone
- Tables with chairs for attendees



Equipment Specifications

- Electrical Connection and Hard-wired Internet for ***Presenter's Own Laptop or Mobile Device***
- Wireless Internet for Attendees
- Microphone: Each session and workshop room will have a standard wired or wireless microphone provided by the facility
- Data Projector and Screen: 2 VGA inputs, 1 HDMI input, 1 component input, 1 S-Video input



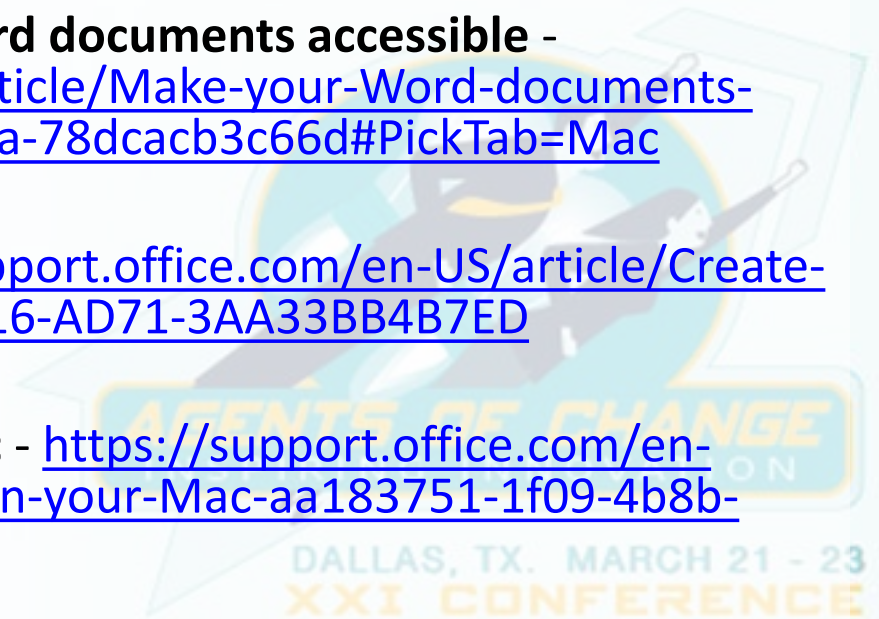
Your Best Presentation

- **Creation**
- **Arrangement**
- **Your Space – Your Presentation – Your Visuals**
- **Crowd Participation**
- **Reputation**
- **Improving**



Accessibility

- **Windows: Best practices for making Word documents accessible** - <https://support.office.com/en-us/article/Make-your-Word-documents-accessible-d9bf3683-87ac-47ea-b91a-78dcacb3c66d>
- **Mac: Best practices for making Word documents accessible** - <https://support.office.com/en-us/article/Make-your-Word-documents-accessible-d9bf3683-87ac-47ea-b91a-78dcacb3c66d#PickTab=Mac>
- **Create accessible PDFs** - <https://support.office.com/en-US/article/Create-accessible-PDFs-064625E0-56EA-4E16-AD71-3AA33BB4B7ED>
- **Save or convert to PDF on your Mac** - <https://support.office.com/en-US/article/Save-or-convert-to-PDF-on-your-Mac-aa183751-1f09-4b8b-88a4-099a0c7528da>



DALLAS, TX. MARCH 21 - 23
XXI CONFERENCE

TxDLA
Texas Distance Learning Association

Final Reminders

- **Review your session title and description at <https://conference18.txdla.org/attend/schedule-of-events/> and for typos and errors.**
- **Do you have corrections?** Send them to lisa@txdla.org
- **Submit session handouts.** To upload your documents, visit our [SESSION UPLOAD form](#).

DALLAS, TX. MARCH 21 - 23
XXI CONFERENCE

TxDLA
Texas Distance Learning Association

Questions

See you March 21-23, 2018 at the SHERATON
DALLAS!!



TxDLA
Texas Distance Learning Association