General ROUNDTABLE Info

Each school may submit up to 3 roundtables applications

**Roundtables are 7-10 minutes / repeated 3-4 times**

**DUE: 2/10/2017**

**RT Presenter Information**

* RT Presenters may be grades 10 – 12
* 2 RT Presenters DO NOT count as part of your State delegate limit of 10
* RT presenters apply and present alone – no partners.
* RT presenters cannot be Workshop Presenters.

**General RT Information**

* RTs will be presented during workshop sessions
* *No icebreakers/activities needed – just share your information!*
* RT Presenters should bring 35 copies of their handout(s).
* There will be no A/V equipment provided. (additional A/V information below)
* It is OK to submit an RT previously presented, but don’t “steal” someone else’s.
* RT Title: 7 words or less. RT Description: 15 words or less

**Selection** will be based on RT topic, description, and handout. We want a variety of topics!

**Possible RT topics:** (Be creative - we can’t select 20 Roundtables on teacher appreciation! )

* A Specific Project
* Assemblies
* Committees
* Communication
* Community Service
* Dance planning
* Decision making
* Decorations
* Diversity/acceptance
* Fundraising
* Leadership skills
* Listening skills
* Lunch Time Activities
* Meeting skills
* Pep Rallies
* Problem solving
* Project evaluation
* Publicity
* School Service
* School Spirit
* Spirit Week ideas
* Staff appreciation
* Student recognition
* Technology
* Themes
* Time management

**After the Advisor approves the Roundtable materials there are**

**TWO STEPS TO APPLY**

**#1** RT presenter information is submitted using this link:

[http://tinyurl.com/CCSDRTApp](http://tinyurl.com/CCSDRTApp%20)

*You will need your Title & description*

**#2** Submit the RT Documents using this link:

<http://www.dropitto.me/NASCginger> (password = silverstar)

*See page 2 for document requirements.*

**RT Documents:**

**REQUIRED: AN OUTLINE** In this order & in one continuous document:

* List the RT title, presenter name & school at the top of the page
* Outline of the 8-10-minute Presentation detailing the information being presented.
* If using movie/video clips, include a description of each clip as well as an explanation of how it relates to your topic.
* Include link to Prezi (if applicable)
* Do not include a script with your exact words.

**What to name your outline:**

*RT Your school Your Last name*

*(SAMPLE: RT Southwest CTA Ginger.docx)*

*Save as .doc, .docx, or .pdf*

**REQUIRED: A Handout (**1-2pages**)**

* The handout should be a good summary of the major points/topics from your presentation.
* Check it for spelling and grammar!
* One page is usually enough, but it can be more.
* Space for students to take notes is appropriate.
* Make it fun! ☺ (cool font, pictures or graphics)
* Be sure your name & school is on your handout. (No need to include your contact information.)

**What to name your handout:**

RT Your school Your Last name HANDOUT

(SAMPLE: RT Clark HS Ginger HANDOUT.pdf)

Save as .doc, .docx or .pdf

**OPTIONAL: Powerpoint/Video**

* If using movie/video clips, include a description of each clip as well as an explanation of how it relates to the topic in Description/Outline #1.
* Movie/video clips must be from movies rated “G” or approved by Mrs. Ginger.
* Movie/video clips should be saved with subtitles because it will be too loud to hear!
* There will be no access to power, so be sure the battery is charged if using a laptop/tablet!
* Students are responsible for their laptop/tablet during the conference.

**What to name your ppt:**

RT Your school Your last name PPT

SAMPLE: RT Western HS Ginger PPT.ppt

*IMPORTANT: If you do not follow these naming rules, your documents will be deleted without review.*