

# ROOTING DC

a free urban gardening forum

## - PRESENTER FAQ -

- **I've never presented for the public but I want to share what I know, can I present at Rooting DC?**
  - We encourage all people who are interested in presenting to respond to our call for proposals.
- **How do you select presenters for the final agenda?**
  - A panel of urban agriculture stakeholders review the proposals and create the final agenda.
- **How are proposal evaluated?**
  - Proposals are assessed based on their proposal description, the experience of the presenter, and how the proposal fits in to the overall event agenda. Organizers work diligently to create a varied and expansive schedule of workshops. We prioritize hand-on workshops and those that provide applied learning more so than information sharing.
- **How long does my presentation need to be?**
  - Workshop sessions are each one hour. We encourage you to develop a robust learning opportunity with time to take/answer questions.
- **Do I have to have a digital presentation?**
  - Digital presentations are not required for your workshop however, we do encourage visuals of some variety. An alternative to presenting a slide deck is a hands-on activity.
- **Do I have to submit my presentation ahead of the event?**
  - All digital proposals are due to event organizers about ten (10) days before the event so that they can be loaded to event technology and ready for you in your workshop when you arrive.
- **Can I do a hands-on workshop?**
  - Absolutely! We LOVE and encourage these - they are always the most popular sessions. Be mindful that your activity can be completed within your timeframe and that you can return the room to the original placement in a timely manner when your workshop has ended. Leave no trace!
- **When can I access my workshop room?**
  - There are 15 minutes between each workshop when presenters must clean up/set-up.
- **What if I have a question when I arrive in my room?**
  - Each classroom is provided with a "workshop runner", an informed volunteer instructed to assist you with crowd control, technical support, and time management. Let them know what questions you have.

- **Will there be access to the internet in my session?**
  - DC Wi-Fi (free) is an open network in all District schools although we can not guarantee connectivity or reliability.
- **What if I have technological trouble during my session?**
  - We have an excellent team of volunteers! Each classroom is assigned a 'runner' who will try to assist you. If necessary, they will call on one of our Tech volunteers to help resolve issues.
- **How many attendees can I expect in my workshop?**
  - Classrooms typically have seating for 40+ people. Very popular workshops often have folks standing/sitting on the floor and may see attendance as high as 80 people.
- **Can I request to limit the number of people in my workshop?**
  - We ask that your presentation be designed to accommodate a minimum of 40 people. If you wish to cap your attendance at 40 people, the workshop runners can help accommodate that. Otherwise, the workshop runner will cap attendance when the room feels crowded and/or 5 minutes after the beginning of the presentation, whichever comes first.
- **Will I have access to a sink and/or water in my session?**
  - Not likely. Most classrooms do not have sinks or water access.
- **Can I edit my workshop title and description after submitting my proposal?**
  - Yes, within reason. A good deal of effort is put into the workshop selection process to make sure there are a variety of topics covered. As long as your edits do not fundamentally change the topic of your presentation, and if materials have not already gone to print, edits will be considered.
- **Can I send an updated slide deck after I've submitted my original version?**
  - Presenters will receive a 'last call' to submit their presentations to be loaded onto laptops provided in each classroom. If you make changes to your presentation after that, you are responsible for bringing your updated presentation on your own thumb drive. Accessing your file through the web is unreliable given the limited bandwidth available on DC Free Wi-Fi so please do not rely on emailing it to yourself or trying to otherwise retrieve it from the cloud.