



FAQS ABOUT HANDOUTS

SHOULD I PROVIDE HANDOUTS FOR THE ATTENDEES AT MY SESSION?

- The AATSP encourages presenters not to distribute print handouts. With the addition of the AATSP Guidebook app, presenters are encouraged to supply the AATSP with a copy of their handouts so they can be uploaded to the app. Handouts can be uploaded before or after the conference.
- In May presenters will receive information about submitting handouts and materials to be included on the conference app. **NOTE:** Since only one set of handouts can be uploaded per session or workshop, all presenters should combine their materials into one set of handouts prior to submission.
- Presenters can also provide attendees with information on how to access the session information online. **Example:** During the session the presenter uses a PowerPoint presentation which the presenter has stored on a website (or another location). The presenter then provides session attendees with the URL for that website.
- Providing access to the session information via one of the above options, saves the presenter the expense of photocopying the handouts and the effort of bringing them to the conference. It also is environmentally friendly.

IF I STILL WANT TO PROVIDE HANDOUTS FOR MY SESSION, HOW MANY SHOULD I BRING TO THE SESSION?

- The number of attendees at any AATSP session varies widely and there is no way to predict in advance exactly how many people will attend a session.
- In the past many conferences recommended (or even required) that people bring the number of handouts that corresponded to room capacity; that is, if the room held 30 people, the presenter was asked or required to bring handouts for 30 people; if the room held 70 people, the presenter was asked to bring handouts for 70 people.
- The AATSP recognizes that the suggestion outlined in Bullet #2 above was problematic. The AATSP does not think that presenters should have to print/photocopy and carry large numbers of handouts especially if the number of attendees does not meet the room capacity. The AATSP does not want presenters to pay for extra photocopies because it could result in a waste of time, effort, money and paper.
- We suggest that you bring a reasonable number of handouts based on your past experience as a presenter. If this is your first experience as a presenter, we can tell you it is reasonable to expect 20-25 attendees in a session for high school teachers, for example. The number of attendees at sessions for other teaching levels will vary but are traditionally fewer for elementary, middle school and college/university levels than for the high school level.

WHAT SHOULD I DO IF I DON'T HAVE ENOUGH HANDOUTS FOR ALL ATTENDEES?

There are several options if there are more attendees in your session than the number of handouts you have available.

- During the session, have some attendees share the materials with other attendees.

- You can do one of the following to provide the materials for the attendees to use after the conference:
 - Circulate a piece of paper and ask attendees to provide their mailing address so you can send them the handouts.
 - Circulate a piece of paper and ask attendees to provide their email address so you can send them the handouts as an attachment to an email message. The attendee can then print out the materials.
 - Provide information about how to access the handouts online (such as the URL to a website where you have stored the materials). The attendee can then print out the materials.