Share Table Presenter Checklist

Before the Conference

■ Create a clear focus → Decide on one main idea/resource/strategy to showcase.

■ Prepare a one-pager → Summarize the idea, how to implement, and links for more info.

■ Generate QR codes → Link to digital resources, slides, lesson plans, or contact info. Print them multiple times.

■ Gather visuals & samples → Student work, manipulatives, lesson materials, photos, or a looping slideshow.

■ Practice your 30-second pitch → Quick intro: 'This is a strategy for ___. Teachers can use it to ___.'

During the Conference

■ Set up early → Arrange table so resources are visible & accessible.

■ Welcome visitors → Greet people warmly; offer your short pitch.

■ Encourage interaction → Invite teachers to try a sample activity, respond to a prompt, or explore a tool.

■ Make resources easy to grab → Place printed handouts and QR codes in multiple spots.

■ Collect contacts → Have a clipboard for those who want follow-up.

■ Keep it tidy → Replenish handouts, straighten table.

After the Conference

■ Follow up → Email or message those who signed up with your resources + thank-you note.

■ Share digitally → Post your resource folder (Google Drive, Padlet, Wakelet, etc.) with wider audience if allowed.

■ Reflect → Jot down what drew people in, what questions they asked, and what you'd tweak next time.

■ Stay connected → Invite teachers to share back how they used your idea in their classrooms.