



Dear NCPEA 2008 Summer Conference Presenter,

Your NCPEA Roundtable presentation: **Confessions of a Novice Online Instructor** is scheduled for Wednesday, July 30, 2008 from 10:30 until 11:10.

I would encourage you to register now if you have not done so, as to make the process easier for the program committee. You may register for the conference at: http://www.caepa.org/ncpea_registration.html . If you will not be attending the conference and have had a proposal accepted, please contact the 2008 Summer Conference Coordinator, Dr. Gary Kinsey, as soon as possible at (909) 869-2319 or by email at: gwkinsey@csupomona.edu .

Additional Information

- **Concurrent Session Format:** 2 presentations/40-minute session = 20 minutes for each. Presenters should allow time during their presentation time for questions.
- **Roundtable Format:** 40 minutes for each session. Questions to be included in allocated session time.
- **Symposia:** Symposia are 40 minute sessions that contain several papers on a single topic.
- **Audio Visual Equipment:** NCPEA is moving into the new Millennium with technology. Laptop, LCD Projector, and screen will be available for use. Presenters should bring their presentations on a flash drive. Overhead projectors will not be available.
- **Handouts:** All presenters are expected to provide a copy of their presentation to session attendees. Please plan on 25 copies. Handouts will not be copied by the conference organizers.
- **Conference Proceedings:** Presenters are asked to submit a copy of their complete presentation to the Conference Program Committee by August 15, 2008 for inclusion in the publication of the 2008 NCPEA Summer Conference Proceedings. To submit your presentation, send as an email attachment to: pahensley@csupomona.edu .

Please note that if a proposal is accepted and the presenter has not registered for the conference by June 15th, the session will be dropped from the program.

If you have any questions, please do not hesitate to contact me at pahensley@csupomona.edu . We look forward to seeing you in San Diego!

Sincerely yours,

Dr. Phyllis Ann Hensley
NCPEA 2008 Summer Conference Program Coordinator