

## Event Planning Guide

We want your time with Eric to be as productive as possible. This document provides the answers to many common questions and will help you plan your event. If you have any additional questions, please write to [speaking@uncoverlearning.com](mailto:speaking@uncoverlearning.com).

### Technical/equipment

Eric presents from his own laptop because his presentation files often contain embedded video that does not always run on other computers. He will bring a MacBook Pro with a DVI output and a VGA adapter, and uses Acrobat Pro as presentation software (full screen and mirrored). Please provide:

- Either a VGA or DVI connection to the projection system.
- A mini-stereo sound connection for any embedded video.
- A power outlet.
- Internet access.
- Most of Eric's presentations are have a standard 3 x 4 aspect ratio; some are in 16 x 9. Please specify the native format and resolution of the projection system.

### Interactive talks

Eric's most effective talks involve interactivity and audience response systems. He can arrange to accomplish interactivity using clickers (provided by him) or using attendees' own web-enabled devices. Eric prefers not to use other response systems. In a pinch, the interactivity can be accomplished without technology.

To use **Turning Technology Clickers**, please provide:

- A shipping address (the clickers will be shipped to this address a few days in advance of the event; a return shipping label will be provided).
- The expected maximum number of attendees.
- Assistance distributing and collecting the clickers to/from the attendees at the event.

To use **Learning Catalytics**:

- Attendees must be told in advance to bring a web-enabled device (one device per person).
- Attendees need to be provided internet access (bandwidth requirements are minimal).

### Room setup

Eric is an active presenter and walks around the room while presenting. Therefore:

- No lectern is needed.
- Please provide a wireless lapel or hand-held microphone.

- In order not to have to look back at the screen, Eric likes to have a confidence monitor (or be able to put his laptop on a small table near the front of the stage).
- Either auditorium seating or round tables work for Eric's presentations, although round tables are generally better for workshops.
- Eric prefers lights in the audience be left on so he can see the audience. Please make sure no light shines directly on the screen.

## Travel

- For planning purposes, please specify the start and end times of Eric's entire engagement (including all planned activities that require his participation — presentations, meetings, discussions, meals, and social functions).
- Regardless of who purchases plane tickets (host, agency, or speaker), please consult Eric as he often needs to coordinate his travel to various locations.
- Eric prefers the host to make hotel reservations (for a non-smoking room). Please provide hotel name, phone number, and confirmation number.
- To avoid any delays, please provide driving directions from the airport to the hotel, and from the hotel to the presentation site, even if Eric will use a taxi.

## Logistics

- Eric likes to schedule a pre-event phone call directly with the organizer(s) to discuss the goals of the event, the make-up of the audience, the final selection of presentation(s), the use of audience response system, and to review the final schedule.
- Please send a complete schedule well ahead of the event. In the schedule, please allocate 20 minutes set-up time before the start of any presentation.
- On the schedule, please provide contact numbers. Eric's mobile phone is +1-978-394-1042.
- Eric has no dietary restrictions.

## Legal

Eric requires a contract for his speaking engagements. If you need a template contract, please write to [speaking@uncoverlearning.com](mailto:speaking@uncoverlearning.com). If your organization requires a W9, [ask Eric](#) to send the one he has on file.

Eric grants permission for video/audio taping of his presentations for non-commercial, non-broadcast use with the organization that has contracted for his services. In general, Eric does not object to having the video/audio posted online, but please verify before doing so.

All of Eric's presentation files are posted on his [web site](http://ericmazur.com) (ericmazur.com) on the day of their presentation. The files are linked to additional resources, including publications. Please do not download and repost the presentation files, as this will prevent people from getting access to these additional resources. Instead, copy the link of the page listing the abstract of the presentation from Eric's web site and provide that link on your web site.

## Selecting presentation subjects and designing a program

A complete list of Eric's current presentations, including titles and abstracts, is available on the [Mazur Group website](#). Eric's [bio](#) and a set of [pictures](#) are also available online.

Please note that some of Eric's presentations listed on the [Mazur Group website](#) overlap substantially, so when selecting presentations for your event, it is best to select the general subject(s) first and then decide later on titles during a pre-event call with Eric.

Below is a list of presentation subjects in education (bold) and corresponding titles (bullets). Many of the presentations can be turned into workshops or Master Classes that can be up to a day long (6 hours). In addition to these presentations, Eric has a series of general audience presentations, as well as a broad range of presentations related to his physics research (see [Mazur Group website](#)).

**Important:** For multi-day engagements, Eric will do only **one** full-day event (up to 6 hours of speaking). For all other days, please plan on no more than two hours of presenting per day.

### Peer Instruction

**Titles:**

- Confessions of a Converted Lecturer
- Memorization or Understanding: Are we teaching the right thing?
- Tyranny of the Lecture
- Educating the Innovators of the 21st Century

**Synopsis:** Motivate (and, optionally, model) interactive teaching

**Duration:** 45–75 minutes, not including Q&A. Shorter versions available, including a simple 15-min demonstration of Peer Instruction. Can be turned into workshop or Master Class (up to 6 hours in duration).

**Interactivity:** Possible using either clickers, consumer devices, or show of hands; adds 20 minutes to duration.

### Assessment

**Titles:**

- Assessment: The Silent Killer of Learning
- Why you can pass tests and *still* fail in the real world
- Assessment *for* and not of learning

**Synopsis:** Motivate the need to rethink assessment.

**Duration:** 50 minutes, not including Q&A. A short 15-min version is also available. Can be combined with a workshop on designing good questions (adds 90 minutes)

**Interactivity:** None.

### Project- and team-based learning

**Title:**

- Flat Space, Deep Learning

**Synopsis:** Introduce a novel approach to teaching intro science.

**Duration:** 60–90 minutes, not including Q&A. Can be turned into workshop or Master Class (up to 6 hours in duration).

**Interactivity:** Possible using consumer devices, in which case the presentation turns into a Master Class; adds 30 minutes to duration.

### **Technology and learning**

- Titles:**
- Catalyzing Learning with Learning Catalytics
  - Turning Lectures into Learning
- Synopsis:** Demonstrate the use of audience responses systems.
- Duration:** 60–90 minutes, not including Q&A. Can be turned into workshop or Master Class (up to 6 hours in duration).
- Interactivity:** Yes, using consumer devices or clickers.

### **Physics teaching and science illustrations**

- Titles:**
- Make-believe World of Real-world Physics
  - Teaching Physics, Conservation Laws First
  - The Principles and Practice of Physics
- Synopsis:** Motivate a new approach in teaching introductory physics.
- Duration:** 60 minutes, not including Q&A.
- Interactivity:** None.

Eric also offers a series of workshops/Master Classes that expand on the subject(s) introduced in his presentations. In general it is recommended to precede these workshops by a presentation on the corresponding subject (see above).

### **Workshops/Master Classes**

- Topics:**
- Peer Instruction
  - Designing Interactive Questions
  - Audience Response Systems (clickers, Learning Catalytics)
- Synopsis:** Go in depth on one of the subjects introduced in one of the presentations.
- Duration:** 1–3 hours each, not including introductory presentation. Several workshops can be combined into one longer workshop.
- Interactivity:** Yes, using consumer devices or clickers.

## Information needed

Once a date has been agreed upon, please provide the information below via [this online form](#). After you have entered the desired information, we will plan a pre-event conference call to finalize details.

Eric to arrive	Date and time Eric needs to arrive
Eric to speak	Date and time Eric's speaking engagement starts
Eric free to leave	Date and time Eric can leave venue
Event Overview	Short description of program
Venue	Address of event venue
Theme	Event description and/or url
Previous Speakers	If repeating event, list previous speakers
Audience	Who will be attending
Audience Size	Expected number of attendees (lower/upper limit)
Room setup	Auditorium/Round tables
Dress	Suggested dress code
Subject	Desired subject of presentation(s)
Interactivity	None/Clickers/Learning Catalytics
Shipping address	For clickers, if required
Lodging	Reserved hotel, including address, telephone and confirmation number
Airport	Nearest airport(s)
Miscellaneous	Any other information you want us to know
Pre-event call	Suggested days of the week/times for a pre-event planning call