

## ANNUAL EXHIBITION OF TEACHING AIDS REGISTRATION FORM

All Teaching Aids being entered **must be accompanied by the following:**

**1. Statement of purpose; 2. Construction plans or Presentation notes; 3. Operating instructions; and 4. Picture (jpeg)**  
Retain a separate copy for your records.

This teaching aid has won "BEST OF SHOW" at the District \_\_\_\_\_ Fall Conference

COURSE/SEMINAR USED \_\_\_\_\_

Approximate space required (Max 4 ft x 30 in) \_\_\_\_\_

DESCRIPTION OF AID

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

**INSTRUCTIONS:** Contact Email: \_\_\_\_\_

1. Contact name, phone, and email should be person responsible for set up and take down of aid.
2. Set up your Teaching Aid with district number prominently displayed.
3. Stow any packing material directly under table.
4. If electricity is required for operation of an aid, squadron/district must supply extension cords. The squadron/district is responsible for any charges assessed by the host hotel for electrical service.
5. **IMPORTANT. Teaching aids must be set up and registered on Friday between 0830 and 1000 to be eligible for judging.** Teaching Aids will be on display in the area specified by the Annual Meetings Committee. Please check the Annual Meeting agenda for location. **Teaching aids must be removed between 1700 and 1800 Friday.**
6. The exhibit area may not be staffed at all times. All reasonable steps will be taken to ensure security of the exhibits but IDCom will not be responsible for any damage or loss to the teaching aid. If you have specific concerns please contact the [Chair, IDCom](#).

Note: The photograph of all teaching aids submitted will be posted on the Educational Department Web Site and may be used for articles in *THE ENSIGN*®. Additionally, the Instructor Development Committee may forward any teaching aid to the chair of the appropriate course committee for possible adoption.

Thank you for sharing your teaching aid,

THE INSTRUCTOR DEVELOPMENT COMMITTEE