

AI Showcase Series: Professional Development Guidelines 2026-2027

Overview

The NERCOMP AI Showcase Series Professional Development Opportunities (PDOs) are 15-minute demo presentations that highlight how administrators and faculty are using AI on their campuses and may include information on tools. Each demo has a Professional Development Organizer. The Organizer is the person (or people) who plans and coordinates the event with the support of NERCOMP staff. The Organizer may also be the speaker. AI Showcase sessions are presented on Zoom and are recorded. Sessions include two 15-minute demos (you are only responsible for one).

Organizer Responsibilities

- Send an email message to NERCOMP staff indicating that you agree to serve as Organizer for the event. Your message must include the following
 - The title and date of the demo
 - State that you have read and understand these Professional Development Guidelines
 - Send your message to nercomp@nercomp.org or aschack@nercomp.org
 - Participate in a planning webinar with the NERCOMP staff and experienced organizer(s) to discuss the event and address any questions. All first-time organizers will be invited to a planning webinar; returning organizers can request it. (Webinars will be recorded in case you are unable to attend.
- Organize and plan the demonstration

- Provide NERCOMP staff with the information below on time. All Organizers will receive email notifications providing the dates by which NERCOMP must have this information:
 - The name of the demo
 - An abstract of 150 words, which will be used to promote the event
 - One to two key learning objectives and/or takeaways
 - A list of speaker(s), their email addresses and headshots
 - A brief bio, 200 words or fewer for each speaker
 - Plan to have at least 15 minutes of content

- Your write-up will be sent to an individual with marketing experience, who may suggest edits. Once your program is posted on the NERCOMP website, you will have a final opportunity for review and rewording.

- One week before the session, organizers can participate in a dry run session on Zoom with NERCOMP staff (experienced Organizers may not need this) if you would like.

-Send any polling questions to aschack@nercomp.org at least one week in advance of the session

-Introduce the speaker and/or present at the workshop, as well as assist with the facilitation of the workshop

-Consider how your presentation reflects or addresses diversity, equity, and inclusion (including subject matter, individuals of all identities, and demographic characteristics). What assistance do you need to address any concerns?

NERCOMP Responsibilities

-Coordinate a date and logistics for the session, including sending out access information and managing evaluations

-Coordinate a dry run session one week prior to the actual session if needed

-Provide any necessary technical assistance

-Assist with the facilitation of the AI Showcase sessions

-Record and post the virtual AI showcase on the website

Accessibility

NERCOMP is committed to ensuring that its professional development is accessible to all people. NERCOMP has sent you Accessibility Guidelines; ensure your presentation and materials adhere to them.

Marketing Your Session

Once your session is finalized, plan to promote it to your network via email, social media, and personal invitations to increase attendance.

Cancellations

NERCOMP reserves the right to cancel any virtual PDO. NERCOMP will notify the Organizer once a cancellation decision is finalized.