

## **Instructions for Presenters in Concurrent Sessions**

**Time allotment for papers.** Presentations are allotted 25 minutes: 15 minutes for the presentation itself, and 10 minutes for discussion. There are 4 papers per 100 minute session. It should go without saying, but we'll say it anyway: It's critically important for you to limit your presentation and discussion to 25 minutes. People like to jump between sessions, and chairs have been instructed to gracefully but firmly cut you off if you reach the time limit. Your cooperation here is much appreciated.

### **At your conference session...**

- Arrive 20 minutes before the start of your session.
- Upon entering the room, please load your presentation on the computer's desktop.
- Introduce yourself to the session chair, if you haven't already met.
- Make sure that the chair is aware who is presenting. Provide the session chair with the correct pronunciation of your name(s) and correct institutions.
- Follow the session chair's instructions and deliver your presentation, staying within time limits.
- Discussion and questions will begin immediately at the conclusion of your presentation.

**Audiovisual equipment in the rooms.** Each room will be equipped with the following A-V equipment: a PC laptop computer using Microsoft Office, presentation remote, an LCD (PowerPoint) projector with connecting cable, and a screen. If you need any additional A-V equipment (e.g., Internet access, audio equipment, etc.) you must supply it at your own cost.

## Instructions for Session Chairs in Concurrent Sessions

As chair, you can set the tone for the session, build rapport among the presenters and between them and the audience, make connections among topics being raised, ensure that no one dominates the discussion, and foster collegial and professional exchange. Should problems arise, participants will look to you for solutions. Throughout the session, other will look to you for leadership.

As noted in the presenters' instructions, the room will be equipped with a PC laptop computer using Microsoft Office, presentation remote, an LCD (PowerPoint) projector with connecting cable, and a screen. We strongly urge you to obtain, load, and test your participants' PowerPoint files before the session begins. Make sure all PowerPoint files you receive are compatible with the version of PowerPoint you are running. We have seen instances where an entire slide show fails to render because it was not checked beforehand.

Your other primary duty is to **make sure the session runs smoothly and on time**. Once at the conference, here is how the session should be run:

1. Meet with your presenters in the room 20 minutes before the start of the session. The AV equipment will be brought to the room and assembled. Please check to see that they are working — **RUN THROUGH ALL SLIDES**. If you have any technical problems, have someone notify a Virginia Tech person, and we will try to resolve the issue.
2. When the starting time comes, call the session to order. Announce the title of the session and briefly introduce yourself. Then introduce the first presenter by reading a brief (no more than two sentences) biographical sketch that he or she provides. Do the same in turn for the other presentations. Remember, sessions last 100 minutes and must end on time.
3. Start on time and do your best to keep things running on time! This is the most important job of a session chair. There will be many attendees who like to jump between sessions to catch individual presentations, only to find that a particular session is running late. So, you'll need to...
  - a. Establish ground rules for timekeeping and stick to them. Work with the session facilitator and decide beforehand how the both of you will keep each presentation running on time. A standard method is to give a signal to the presenter when there are 5 minutes left in the presentation period, and again when there are 2 minutes left. A set of cards with time will be provided, but any kind of signal you are comfortable with will do.
  - b. Cut the presentation off, if necessary, so that things stay on schedule. This is, of course, the hardest part of the job. Some people will run on and on, even after they've been given the 2-minute warning. As chair, it's your job to cut them off as gracefully as you can.
  - c. It's a good idea to take at least a few notes on each presentation, and jot down a question or two about each one. Then you can use your own questions to kick-start the discussion period, if the discussant or the audience do not have questions or discussion points.

## Instructions for Room Facilitators

Your primary duty is to **make sure the session runs smoothly and on time**. Once at the conference, here is how the session should be run:

1. Meet with your presenters in the room 20 minutes before the start of the session.
2. Introduce yourself to the presenters and explain to the presenters where you will be located in the room. In addition, explain what each card means. Remember, sessions last 100 minutes and must end on time.
3. Start on time and do your best to keep things running on time! This is the most important job of a session facilitator. There will be many attendees who like to jump between sessions to catch individual presentations, only to find that a particular session is running late. So, you'll need to...
  - a. Establish ground rules for timekeeping and stick to them. Work with the session chair and decide beforehand how the both of you will keep each presentation running on time. A standard method is to give a signal to the presenter when there are 5 minutes left in the presentation period, and again when there are 2 minutes left. A set of cards with time will be provided, but any kind of signal you are comfortable with will do.
  - b. Cut the presentation off, if necessary, so that things stay on schedule. This is, of course, the hardest part of the job. Some people will run on and on, even after they've been given the 2-minute warning. As facilitator, it's your job to cut them off as gracefully as you can.

## **Instructions for Discussants**

The Discussant is meant to start the conversation once the presenter has finished formally presenting their research. Thus, during their presentations, you should take notes, writing out a couple of questions for each presenter. These questions might range from asking for clarification of a certain point they made to offering a possible counterargument. You might be able to fashion a question that pertains to all papers, or you might ask the presenter a question separately. Then, if there is strong audience participation, there is no need to ask any further questions; try and allow for free, creative, ad hoc questioning as much as possible. But if there is a lull in the question and answer period, in order to avoid any periods of awkward silence, the Discussant ought to ask another question or make a further comment.

**Time allotment for papers.** Presentations are allotted 25 minutes, 15 minutes for the presentation itself, and 10 minutes for discussion. There are 4 papers per 100 minute session. It should go without saying, but we'll say it anyway: It's critically important for you to limit your discussion to the given timeframe. People like to jump between sessions, and chairs have been instructed to gracefully but firmly cut you off if you reach the time limit. Your cooperation here is much appreciated.

### **At your conference session...**

- Arrive 20 minutes before the start of your session.
- Introduce yourself to the session chair, presenter, and facilitator if you haven't already met.
- Discussion and questions will begin immediately at the conclusion of each presentation, so you will be leading discussion four separate times during the session.