

TIPS FOR PRESENTERS, CHAIRS, AND MODERATORS

Well before your presentation, check the location for your session. Changes to the schedule will be posted on the bulletin board near the registration table.

ARE YOU PRESENTING A PAPER OR CREATIVE WORK AT THE CONVENTION?

- Plan to arrive for your session five minutes prior to the start time. Introduce yourself to the session chair and moderator, sit at the head table, and confirm the pronunciation of your name.
- Stand at the podium to read your presentation.
- Observe time limits (8-16 minutes per person) as a courtesy to your fellow panelists and to allow time for questions at the end of the session. Due to the record number of convention participants, scheduling allows very little flexibility.
- Present your work audibly, enunciate, and do not speak so quickly that the listener cannot follow along; **do not improvise or deviate from the work that was accepted for convention.**
- Be aware of your actions when your fellow panelists are presenting. Rifling through your papers, doodling, or other movement could be distracting.
- Smile! Your work earned you this opportunity, so enjoy the experience.
- Answer questions from the audience clearly and concisely; remember to ask your fellow panelists questions as well.

ARE YOU CHAIRING A SESSION AT THE CONVENTION?

- Arrive at your session five minutes prior to the beginning of the session.
- Before formally starting the session, introduce yourself to the presenters and check to see if all of them have arrived; check the pronunciation of each presenter's name and ask them to correct any mistakes (incomplete university name, etc.) before you begin.
- Remind presenters that they have 8-16 minutes and that the moderator will keep track of the time.
- Sit in the front row. Introduce each presenter by name, college/university or alumni affiliation, and title of the work being presented immediately before she or he begins reading, following the order of presenters as listed in the program and standing to one side of the head table.
- **Ask the audience to hold all questions until all presenters have finished.**
- Request that everyone turn off their cell phones or other electronic devices.
- Begin the session on time. Due to the record number of convention participants, timing is tight. Assist the moderator in keeping track of the time.
- Be willing to participate in the discussion of the works with the moderator, presenters, and audience, but yield the floor to session attendees.
- Some attendees or presenters may need special seating, lighting, or hearing devices. Moderators and chairs should make every attempt within their abilities to accommodate such needs.

ARE YOU MODERATING A SESSION AT THE CONVENTION?

- Arrive at your session five minutes prior to the beginning of the session.
- Before the session begins, introduce yourself to the chair and to the presenters. Check to see if all of them have arrived and help your chair begin the session on time.
- Remind presenters that they have 8-16 minutes. As they read, keep track of the time and, if needed, gently remind presenters when there is only a minute or two left. Work out the system for such reminders with the panelists in advance of the session.
- As time permits, facilitate a discussion of the works with the presenters, the chair, and the audience. If the audience hesitates, be willing to step in with your own question(s), but yield the floor to session attendees and the presenters.
- Conclude the session by thanking the attendees and by asking for another round of applause for the presenters.
- The registration desk will have copies of common question prompts for the discussion at the end of the session.
- Some attendees or presenters may need special seating, lighting, or hearing devices. Moderators and chairs should make every attempt within their abilities to accommodate such needs.

A REMINDER TO ALL ATTENDEES:

If you must leave a session before its conclusion, do not enter or exit a room while a presenter is at the podium; wait until the applause between presenters as your cue to leave or enter.