

GUIDELINES FOR PRESENTERS AND CHAIR/DISCUSSANTS

SESSIONS

There will be a chair/discussant for each of the sessions.

- Two-hour sessions: Each speaker will have 20 minutes to present. The chair/discussant will have 20 minutes to comment, allowing 20 minutes for questions from the floor.
- 90-minute session (Saturday 1:30-3:30pm only). Each speaker will have 20 minutes to present. The chair/discussant will have 15 minutes to comment, allowing 15 minutes for questions from the floor.

BIOS

Presenters: To facilitate your introduction, you may want to prepare a sentence or two about yourself. You can hand this to your session chair/discussant before your session starts.

CHAIR/DISCUSSANT (combined role, unless indicated otherwise)

The program has been updated with names of chairs/discussants. Chair/Discussants should provide a brief introduction of participants, act to move proceedings along, and recognize questions from the floor (unless the presenter prefers to take questions from the floor directly). Please keep time during the session, keep the order of the presentations, and organize the discussion. Papers could be discussed after each presentation or after the presentation of all papers if all participants agree.

CHECKING IN AT REGISTRATION DESK

When you check in at the registration desk on Thursday or Friday, please be prepared to give your flash drive, or hand over a CD (or other electronic media), containing your presentation file, to the staff at the registration desk. They need it momentarily to copy your presentation to the conference laptops.

EQUIPMENT

The conference site is equipped with laptop computers, video projectors, and projectors for showing overhead transparencies. Bring your PowerPoint presentation (or other presentation software) on a CD, or a USB flash drive. Let us know if you have any other specific AV requirements. *We do NOT recommend that you use your own computer. This slows things down and often does not work.*

Thanks for your participation. Please contact Dalee Herminitt (dahermen@mtu.edu) if you have any questions on presentation equipment. For all other questions, please contact Kedmon Hungwe (khungwe@mtu.edu).