

SAMPLE

INFORMATION ABOUT CONTRIBUTED PAPER SESSIONS

1. The session is forty-five minutes in length.
2. Discussion between the author(s) and the audience will be allowed near the end of the session.
3. Copies of the paper presented should be available for the audience. Indicate the number of registrants to date for the Conference. Please note that other concurrent sessions will also be presented at the time of your session. It is suggested that you plan for an audience of approximately insert a number.
4. One copy of the paper should be given to the Program Chairperson for record keeping purposes.
5. All session rooms will have a podium and microphone. Other audiovisual equipment will be provided per your request. *Laptop must be provided by Presenter, or arrangements made in advance with Program Chair.

6. Paper presenters:

The presentation should be lively.

Do not read the formal paper.

- Speak from brief notes and maintain eye contact with the audience.
- Use appropriate audiovisual aids.
- Keep slides simple.

Make type large enough to be read easily from the back of the room.

- Limit your presentation to thirty minutes; allow time for discussion.
- Distribute copies of the paper at the end of the session to avoid distraction at the beginning of the presentation.