

## Section 4: Presenter and Chair Guidelines

*To ensure the success of this year's Annual Meeting we ask that you review the following if you are presenting a paper, chairing a panel, or participating in a roundtable this year.*

### Paper Presenters:

**All Paper Presenters:** Please send your paper to your fellow panelists and the discussant in advance of the Annual Meeting, which will be held November, 19-21. **The email addresses of your fellow participants can be found online in the member directory.**

**Virtual Presentation Equipment:** All presentations will be given virtually this year, either live via zoom or pre-recorded and uploaded to our On-Demand library. Please be sure to sign in early to avoid delays. Technical support staff will be available during the Annual Meeting to assist with any zoom or link issues. Further information on presentation format, technical support, and tips for presenters can be found in Section 3 of our Virtual Annual Meeting Participant Guide.

**Graduate Students:** Current students should consider submitting their papers for the Graduate Student Paper Prize after the meeting. Guidelines for the prize can be [found on our website](#).

### All Chairs:

**Before the meeting:** Write to your presenters in advance to remind them of their allotted presentation time as well as to send their papers to the other panelists, particularly the discussant if there is one. For pre-recorded sessions, please make sure to contact all panelists and determine a time to gather and record your session together. It is the responsibility of the chair to upload the final recorded session on our submission site.

**At the meeting:** Chairs should introduce themselves to all panelists before their session and be prepared to briefly introduce the panelists to the audience at the beginning of the presentation. Chairs of live panels may wish to go over their planned introduction with the panelists prior to the start time.

Please allocate equal amounts of time to each presenter, leaving adequate time for the discussant (if there is one), and for general discussion. **Keep presenters on this schedule and notify them when they have only five minutes left for their presentation.** Chairs presenting a paper, should request that another panelist time the presentation. Chairs of live presentations should field audience questions during the discussion and make use of the zoom chat function. Please make sure that the discussion moves along. Chairs of pre-recorded panels should engage questions in the Q&A forum threads and help call attention to questions directed at particular panelists.

All presentation slots are 105 minutes long. Live presentation chairs should conclude the panel/roundtable on time as there are only 15 minutes between live presentations. Pre-recorded sessions may be up to 105 minutes in length.