

## **Section 2: Presenter, Chair, Discussant, & Audience Guidelines**

To ensure the success of this year's Annual Meeting we ask that you review the following guidelines and recommendations.

### **Paper Presenters:**

**All Paper Presenters:** Please send your paper to your fellow panelists and the discussant approximately two weeks in advance of the Annual Meeting. **The email addresses of your fellow participants can be found online in the member directory.**

**Virtual Presentations:** All presentations will be given in-person unless a presenter is unable to travel due to visa issues. If you experience visa denial or have been affected by a country ban and plan to present via Zoom, please contact both the ASA Secretariat and your chair in advance to arrange a conference link. Be sure to sign in early to avoid any technical delays.

**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. **All sessions are 1 hour and 45 minutes** long and presenters should plan accordingly.

**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 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 should field audience questions during the discussion. Please make sure that the discussion moves along.

Chairs should conclude the session on time as there will be a group waiting to use the room immediately following. **Please vacate the meeting room on time and convene in the hall.**

### **All Discussants:**

The goal of a panel discussant is to help facilitate an interconnected dialogue. In the absence of a discussant, this role may be filled by the chair or any of the presenters. Discussants should prepare some responses and remarks to the presentations in advance of the session when possible. Reflections may need to be brief depending on the number of audience questions and the timely conclusion of presentations.

### **Audience:**

Please be mindful of the length of your question during the Q&A. Please be sure to ask a question to engage the group rather than make a statement. Audience members are expected to engage presenters and other audience members respectfully and professionally and in accordance with the ASA's Code of Conduct. All participants are encouraged to exchange contact information and continue fruitful discussions in the hallway once the session has ended.