

## **SSWR 2018 Conference Guidelines for Symposia Organizers, Moderators of Concurrent Oral Paper Sessions, and Roundtable and Workshop Speakers**

- Plan to arrive 10 minutes early before the session starts so that you have time to introduce yourself to the other presenters and remind them of the guidelines for presentation, especially time limits. Please introduce the session as well as each presenter. The session title and each author's name, paper title, and affiliation are listed in the program for your reference.
- Your most important job is to **keep track of the time!** Each presenter should be allowed roughly 15-20 minutes depending on the number of papers scheduled for your particular session. In most cases this should leave 20 minutes or so for questions and discussion at the end of the session. We encourage you to use the "5 minute" and "1 minute" warning signs provided to remind presenters that they are approaching their time limit. It may be a bit uncomfortable, but please don't be shy about helping your colleagues be aware of when they need to stop. Your audience (and other presenters) will be eternally grateful.
- After the last presentation, please moderate the questions from the audience and any discussion that follows. Paper sessions will not have formal discussants.
- Each room will have a volunteer student monitor who will oversee audiovisual equipment and other room needs. Please let that person know immediately if you have any problems.
- The student volunteers will also be available to sign the attendance forms for audience members who will be applying for CEUs. Signatures will only be provided during sessions (none can be obtained retrospectively).
- Request that all participants must silence their cell phones during the session.
- Close by thanking participants for coming and encourage them to complete the online evaluation form which will be available on the SSWR webpage at the conclusion of the conference.