

## Guidelines for presenters

Below are guidelines for presenters to use while preparing for their sessions.

- Each panel will be introduced by a CLASP volunteer. Presenters' names, affiliations, and title of the presentation will be included in the introduction.
- Each person on a panel has 30 minutes to present their paper. Please be respectful of the others on your panel and stay within your 30 minutes. A CLASP volunteer will keep track of the time and signal when you are approaching the end of your 30 minutes.
- You may leave a few minutes at the end of your presentation for questions from the audience. This Q&A would need to keep within your 30 minutes.
- You may prepare and use a PowerPoint presentation if you wish; in previous conferences many people did. We will have a projector available for every session. Please bring your own laptop as well as your presentation on a jump drive as backup. If you are using a Mac, please bring the projector connection piece.
- You may prepare and distribute handouts if you wish. We will not be able to copy or print the handouts for you. Copying services are available at the UMC (student center).
- We will not be reviewing, collecting, distributing or uploading to our website presenters' completed papers. Although many conferences have a "discussant" who comments on each paper, CLASP does not do so.
- As stylistic advice, we do not suggest that you stand in front of the audience and read your paper for 30 minutes. We suggest instead that you present the paper by discussing your research questions, theoretical framework, data sources, methodologies, and results and analysis.