

# Guidelines for Presenters

## After your paper has been accepted and scheduled

- Write or rework your paper in a style suitable for verbal presentation. It should be **no longer** than 3,200 words (about nine double-spaced pages).
- Practice! Your presentation should not be the first time you read your paper aloud.
- Make an effort to engage with your audience. Do not just read your paper (people will fall asleep).
- Time your presentation—your chair will stop you after 20 minutes, finished or not. Remember you will need time to breathe, pause, slow down for emphasis, etc.

## As you prepare (a note on audio-visual resources)

- Rooms for all conference sessions have built-in digital projectors, laptop PCs, screens, and wifi. Note that the library's bandwidth is more limited than at most universities—please bring downloads instead of streaming videos, audio, or other large files.
- With visual aids, in general, less is more. Powerpoint can actually distract from a short paper—use it only if you really need it (for instance, art history papers).
- Emphasize images or maps and minimize bullet points and text in presentations.
- Printed handouts usually work best for passages of text you want your audience to refer to. We can make copies of handouts (up to two double-sided pages, black and white only) that are sent to us in advance.
- Bring Powerpoint files on a flash drive (preferred), or bring your own laptop to connect to the projector. The projector has VGA connections and XGA (1024 x 768 pixels) resolution. We encourage you to test your laptop with these specifications before coming to the conference. Mac users, bring an adapter for the VGA connection. We cannot guarantee that programs other than Powerpoint will work properly with our projectors, or that your computer will be compatible.

## Giving your paper

- Your session will be held in one of four classrooms on the basement level of the Newberry. Presenters will sit at large seminar tables or, in one room, stand at the front at a tabletop podium. Water will be provided for speakers.
- All rooms are equipped with a screen and a digital projector connected to a PC laptop. We will also make remote presenters with laser pointers available.
- Your session chair will introduce the session and presenters. The chair will also alert you to how many minutes you have left, generally at 5, 3, and 1 minute. Make eye contact and nod slightly so the chair knows you have seen the time.
- Wear a watch or have another timekeeping device handy to monitor your time.
- Make eye contact with the audience—don't just read your paper.
- When you are done, look up at the audience and say “thank you.”