



## Guidelines for IN PERSON PRESENTATIONS

**NOTE:** These guidelines are for those who will be presenting in an IN PERSON session. If you will be participating in a HYBRID session, click [here](#) to access those instructions.

**In-Person sessions** will be presented live in Raleigh, NC at the scheduled time. All session presenters and attendees will be present in the room. At this time, there are no plans to have a recording of these sessions made available. This is the traditional format that we have had in place for the past number of years.

**Conference Schedule:** The detailed conference schedule is [here](#). You can search the conference schedule by individual name, session name or paper title. Additionally, you can search by session format to view which sessions will be offered Hybrid vs. In Person.

**Conference Registration:** Please register for the conference. Note: any presenter not pre-registered for the conference by September 16th may be dropped from the program. Registration is most easily done online through the link on the conference website at [www.arnova.org](http://www.arnova.org)

**Presentation Time:** 90 minutes are scheduled for each session block. If you are in a session with 4 papers, you will each have 12 minutes to present, if in a session with 3 papers you will have 15 minutes. This timing is critical so that there will be time for audience questions and discussion and time for you to get valuable feedback, so plan your presentation accordingly. Session chairs will enforce the time limit. There is no limit to the length of your paper, and you can choose to bring copies with you, but they are not required.

**Audio-visual Equipment:** LCD projectors and laptops will be available to all presenters. You will need to bring your presentation on a memory stick in PowerPoint or some other Microsoft compatible program/format.

**Paper and Panel Sessions - Sharing of Papers** In order to make it more likely that every presenter at our Conference get high quality feedback on their work and to prepare for better discussion in our sessions, we ask all presenters who are presenting in a paper session to send a copy of their paper in advance to the other presenters and the chair for their session. In early October we will send you an email that includes contact information

for your Session Chair along with the others who will be presenting in your session. At that time, we ask you to get a copy of your paper to those other people by November 1.

**Colloquium, Lightning Research Roundtable & Professional Development Workshops:** are not required to produce a paper for the conference but the group is expected to come to the conference with a comprehensive summary of the topic, pre-determined questions to be answers by the speakers and time for questions at the end.

**Lightening Research Roundtables:** will feature 5-7 presenters who will present the highlights of their empirical project in 5 minutes (problem area, research question, methods overview, top findings, brief implications). Each roundtable will be assigned a discussant, providing feedback on the work as well as questions intended to push both presenters and audience members in thinking about emerging themes and innovations in the topic area. These sessions are intended to be generative and include more audience involvement than traditional paper sessions. In lieu of a paper, roundtable presenters are required to present a 5-page abstract of their work to the discussant by **November 1st**.

**Conference Theme Sessions:** These sessions will be a roundtable discussion organized around the conference theme. Accepted submitters will need to submit by **November 1st** a 750-1000 word essay.

#### **Program Change Requests**

If you have an update you need to make to the conference program complete the [Program Change Request](#) Form by **October 7<sup>th</sup>**.

