

## **Information for Paper Session Presenters:**

This is an email on the upcoming NCME meeting with some important information. The full program has now been posted on the NCME website, available here. <http://ncme.org/annual-meeting/next-meeting/>.

As you will see, all paper sessions are either 90 minutes with typically four presenters or 120 minutes with typically six presenters. The session moderators will introduce the presenters and moderate the discussion, and they will, of course, insure that all presenters respect the timing of the session. Please send your paper to the session moderator and discussant by April 1, 2015. NCME hopes to have a paper repository later in the year where we will be asking you to upload your paper.

At the session, NCME will provide a LCD projector, laptop computer (PC), microphones, and a screen. Speakers are asked to make your presentation slides available to the moderator ahead of the actual presentation. Moderators are asked to load the presenter slides onto the laptop computer in the meeting room in order to save time during the session.

## **Information for Electronic Board Presenters:**

The electronic board sessions are scheduled to be 60 minutes (GSIC electronic board sessions are 90 minutes long). There will be a total of 25 electronic boards running simultaneously in the session. No formal presentation will be required. All participants are required to remain for the full duration of your session to participate in discussions on your topic, and to engage with other scholars in the room. Please have your full paper available on request (electronically or in hard copy), and bring to the Annual Meeting:

- A one-page handout describing an overview of your paper
- A laptop computer or iPad
- An adapter that hooks your equipment to a VGA or DVI cable
- Your power cord
- An approximate 2-minute powerpoint or other slide presentation **without sound** that can automatically loop if possible on your Electronic Board display (large monitor to be provided to you)
- On the powerpoint slide, make the title of the presentation available on all slides, along with slide number, to make it easy for scholars to follow
- Use the last slide for a couple of questions and ask your audience for responses or considerations

If you will have any questions, please contact Jane Shepard at NCME at [meetings@ncme.org](mailto:meetings@ncme.org). An audiovisual company will be on-site at the conference to assist you to successfully make your connection. There will be no internet connection in the electronic board session room.

For the electronic boards, you should plan to present your paper such that new audience members can join into a discussion of your paper at different times during the presentation, while audience members are circulating through the room. This often means keeping your presentation short so that it can be repeated, and being prepared to engage in conversation as necessary for questions and discussion. In this way, the presentation format is similar to an exhibit hall demonstration of your work, but with scholars in conversation on important themes and with the full support of an NCME paper behind the work.

## **Information for Moderators:**

Moderators should:

- Remind authors to send final papers to the discussant and the moderator for the session. Please note authors are instructed to send copies of final papers to their session moderator and discussant no later than April 1, 2015.
- Collect all the presentation slides prior to the conference for projection at the session
- Introduce the session, speakers, and the discussant
- Keep track of time and remind speakers who appear to go over their allotted time limit to finish on time
- Leading the audience discussion that follows the discussant's presentation

It is the responsibility of the moderator to coordinate the allotted time for each session, with an equal amount of time for each presenter, discussant, and audience questions. We recommend that you communicate with presenters and discussants prior to the session, so all know about the time allocations. Finally, experience shows that a smooth transition between speakers improves the session. Anything you can do to help presenters transition well (e.g., load all slides on the computer provided in the meeting room prior to the session) is appreciated. Suggested time slots for a given session are listed below:

- 15-minute presentation for each presenter
- 15-minute presentation from the discussant
- 15-minute Q & A

## **Information for Discussants:**

Discussants are responsible for preparing, in advance, appropriate analytical or critical commentaries on the significance and contribution of the papers presented in a session. Note that authors are instructed to send copies of their final papers to their session moderator and discussant no later than April 1, 2015. Discussants are under no obligation to comment on papers received after this date. Time allotted to the discussant will be established by the moderator as described above.

Discussants serve an important role by offering comments on papers to assist authors in advancing their research and taking steps toward publication.

Commentary may include remarks made during the session, written comments on papers, and/or discussions with authors during the annual meeting.

We very much look forward to seeing you at the NCME Annual Meeting this year.

Sincerely,

Ye Tong and Jennifer Randall

NCME 2015 Program Co-chairs