



# Information and Advice for Presiders (In Person)

A session's presider is responsible for the running of the session. Duties usually include:

- acting as master of ceremonies and time-keeper
- introducing session participants and announcing their social media preferences
- helping speakers with AV equipment and the distribution of handouts
- moderating discussion

## Time Keeping

All Congress sessions are 90 minutes long.

In a session of papers, 60 minutes should be taken up by the papers themselves, and 30 minutes by introductions, distribution of handouts, and discussion. (Sessions in other formats may be structured more loosely than sessions of papers.)

- In a session of 2 papers, each paper should be limited to 30 minutes.
- In a session of 3 papers, each paper should be limited to 20 minutes.
- In a session of 4 papers, each paper should be limited to 15 minutes.
- In a session of 5 papers, each paper should be limited to 12 minutes.

We encourage presiders to be assertive in enforcing time limits; a well-run session with papers delivered within the time limit will be appreciated by participants and audience alike. The most common practice at the Congress is to reserve discussion until after the papers, but there is no hard-and-fast rule about this.

## Introductions

Introductions in Congress sessions are generally short, but we encourage you to contact the speakers in advance in order to learn about them and their work. Contacting the speakers in advance also affords an opportunity to ask about whose computer will be used, AV equipment, handouts, social media preferences, and other logistical concerns.

## Social Media

Session presiders are expected to inform audiences of speakers' preferences concerning the sharing of their presentations through social media. This means conveying restrictions and may mean announcing a speaker's Twitter handle. See the Social Media Guidelines sheet for more information.

## AV Equipment and Assistance

The presider is expected to help ensure the smooth running of the session. Speakers are expected to bring their own laptops or to arrange with the session's organizer or another colleague for the use of a computer which supports an HDMI or VGA connection. Most Mac users and any laptop user without a VGA or HDMI terminal will need to bring an adapter. If AV equipment needs troubleshooting, presiders should be prepared to seek help from the AV staff in the building in which the session is scheduled. Congress personnel will be available in Schneider and the Bernhard Center to help in-person attendees connect to wifi and use classroom AV technology.



**WESTERN MICHIGAN UNIVERSITY**

Medieval Institute

International Congress  
on Medieval Studies

## Social Media Guidelines

Since 2010, the International Congress on Medieval Studies (@KzooICMS) has maintained a Twitter presence. The account is used to make announcements, post reminders, and answer questions. We establish an official hashtag, unique each year, so activity of the current Congress can be easily followed and activity for previous years can be found under their respective hashtags. The hashtag for the International Congress on Medieval Studies is #KzooYYYY [i.e., the four-digit year].

Real-time online interaction both opens conversations to colleagues unable to attend and extends conference spaces for attendees. It can expand opportunities for networking and engaging wider academic communities within medieval studies and, more broadly, the humanities and beyond. Social media applications offer spaces that can be rich resources to strengthen intellectual communities, connections and communications both during and after conferences.

We ask that Congress registrants keep three fundamental principles in mind:

### **Consent**

All speakers have both the right to request that their work, images and/or any related material presented not be live-tweeted, live-blogged, or otherwise publicly posted and the right to expect that their requests will be respected.

Audio or video recordings of sessions should not be made or posted without express permission of all of the session's participants (ideally, these permissions should be secured in advance through the session organizer or president). Photographs should not be posted without the consent of the subjects therein.

### **Respect**

The Congress hashtag is a representation of the conference online as much as it is a representation of those using it. Please remember that your comments are public and should be made in the same tone you would use in person: the medium in which professional activity is communicated doesn't change its professional nature and is as important to scholars' professional reputation as their academic work. Language that is vulgar, profane, threatening, or that includes personal attacks is inappropriate.

### **Collegiality**

Expressing appreciation and sharing links to useful/related information contribute to the conversation and strengthen academic connections. Disagreements and difficult topics are as integral to an intellectual community as scholarly generosity and should be handled with the same professionalism, care and respect online as in face-to-face discussion.