



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. See the Social Media Guidelines sheet for more information.

Technical 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 to help in-person attendees connect to wifi and use classroom AV technology.