



## Types of Presentations

### I. Paper Presentations

Paper sessions are scheduled for 90 minutes and include three or four paper presentations and a discussant. Papers are grouped together based on a common theme or research methodology. To allow sufficient time for all presentations and audience questions, each presentation will be allotted approximately 15 minutes. Individual presentations that include more than one presenter should be organized to flow smoothly within the allotted time.

All paper sessions include a discussant who will provide commentary and feedback on the research conducted by the presenters. To allow sufficient time for the discussant to review the papers and prepare a presentation, it is critical that presenters submit a copy of their paper by the specified deadline. If the final paper is not completed by the deadline, a draft will be sufficient.

Paper sessions are guided by a session chair. Prior to the session, the chair will ensure that all presenters have arrived, check the operation of the audio-visual equipment, and distribute presenters' handouts and session evaluation forms. During the session, the session chair will introduce each presentation, monitor the length of the presentation, and serve as moderator for the question-and-answer period. At the conclusion of the session, the chair will collect session evaluation forms and return them to the conference registration area.

### II. Symposia

Symposia are scheduled for 90 minutes. The number and format of presentations is determined by the symposium organizer. However, each symposium should include sufficient time for audience questions.

The symposium organizer serves as the session chair. Prior to the session, the chair will ensure that all presenters have arrived, check the operation of the audio-visual equipment, and distribute presenters' handouts and session evaluation forms. At the conclusion of the session, the chair will collect session evaluation forms and return the forms to the conference registration area.

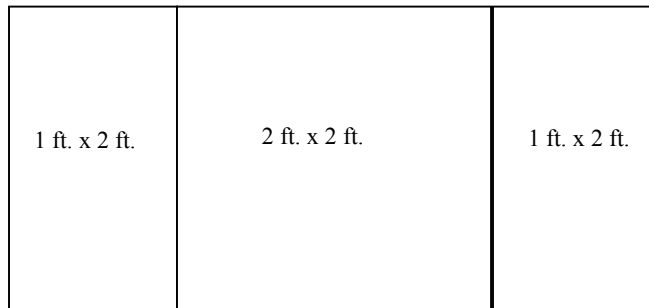
III. Research-in-Progress Roundtables

Roundtable sessions are scheduled for 90 minutes. Each table will include two or three presenters. Roundtable sessions are not designed to include formal presentations. At the beginning of the session, each presenter provides a brief description of her or his research or research plans and presents questions/issues for group discussion. After all presenters have had the opportunity to describe their projects, the session is open to discussion among presenters and audience members.

IV. Posters

The NEERO poster session is scheduled for 45 minutes. It begins at the conclusion of the keynote address on Thursday afternoon. Poster presenters will be available to answer questions as conference attendees view the posters.

Poster presenters will be provided with a 3-section poster display board. The dimensions of the display board are shown below. Poster presenters are asked to check-in at the conference registration table to receive their display board or to confirm that they have provided their own display materials.



General Guidelines

A. Audio-visual equipment

Each presentation room for papers and symposia will be equipped with an overhead projector and screen. No audiovisual equipment is provided for research-in-progress roundtables.

Due to very high rental costs, it is not possible to provide computers or LCD projectors for Powerpoint or similar presentations.

Presenters who wish to use their own computers and projectors should notify NEERO in advance so that preparations can be made for the set-up and removal of equipment. In addition, presenters are asked to indicate whether they are willing to share AV resources

with other presenters in their session. Advanced planning and cooperation will enhance the quality of the session at the conference.

Presenters who have special AV needs (e.g., slide projector, VCR) and those who are interested in renting equipment directly from the hotel should notify NEERO. It is often possible to minimize costs and confusion by coordinating equipment rentals through the conference director.

## B. Papers

Because papers presented at NEERO are not compiled for publication in conference proceedings, there are no strict guidelines regarding paper format. In general, papers prepared for NEERO should be research summaries of up to approximately 20 pages and authors should attempt to comply with the guidelines provided under *General Information for Contributors to AERA Journals* available on the AERA website at <http://www.aera.net/pubs/pubinfo.htm>.

## C. Handouts

Presenters are asked to bring 10 copies of their research paper and/or presentation slides to the conference for distribution to audience members.

Each presentation handout should also include the presenter's contact information.

## D. Arrival Time

Presenters should arrive at the presentation room at least 5 minutes prior to the scheduled time for their session. Upon arrival, presenters should check-in with the session chair and provide the session chair with any handouts for distribution.

Presenters requiring additional time for set up of AV equipment are required to make prior arrangements with NEERO.