

IMPORTANT INFORMATION FOR CONFERENCE SPEAKERS AND CHAIRS

Responsibilities of IAPL 2005 Conference Speakers and Session Chairs

Chairs Should Contact Session Speakers in Advance

- Session chairs should contact each speaker in their session so as to obtain biographical information. This will be the basis of an introduction of the speaker.
- Session chairs should also obtain an advance copy of each speaker's paper. Papers can be sent as e-mail attachments. At the very least, chairs should obtain an abstract of each paper to be presented.
- Closely related papers may be grouped by Session Chairs so as to allow for discussion of two or more papers together.

Speakers Should Respect Time Limits

- Session chairs and speakers are requested to respect the allocated time-length for each session. Sessions should begin promptly at the time indicated. They should also end at the designated time so as to make room for the next session. They should not be cut short early either—there are always more good points that arise when the allocated time is observed.
- With a few exceptions, papers are restricted to 20 minutes presentation time. Speakers must keep their presentations within these parameters. Each speaker is also entitled to 10 minutes of discussion time. Chairs should ensure that both of these guidelines are respected.
- All speakers should make ample use of discussion time since this is a special feature and pleasure of IAPL conferences. Speakers are specifically requested to keep to their allocated presentation time and not use up the available question and discussion time with presentational material. Chairs must assure that there be time for questions and discussion of each paper.
- Organized Sessions, Proposed Sessions, Invited Symposia, Special Panels, and Plenary Sessions may follow a somewhat different format, in some cases holding a more substantial discussion period at the end of all the presentations. Close Encounters have unique presentational criteria which each Organizer will announce at the beginning of the session.