

# IMPORTANT INFORMATION FOR CONFERENCE SPEAKERS AND CHAIRS

## Responsibilities of IAPL 2009 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 as the basis for their 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 for each session. Sessions should begin promptly and end on time. Sessions should also not be cut short; chairs are responsible for leading discussion if none is forthcoming from the audience.
- With a few exceptions, papers are allotted 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.

Note: Proposed Sessions, Organized 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 and Life and Works sessions have unique presentational criteria that the session organizer should announce at the beginning of the session.