ETHICS OF PARTICIPATION IN AND GUIDELINES FOR PARTICIPANTS AT THE ASC ANNUAL MEETINGS

The following are standards for participating at the ASC annual meetings. If you have any suggestions or comments, contact Chris Eskridge (ceskridge @unl.edu).

Introduction

By submitting a paper or poster, or agreeing to participate in any other manner at the ASC meetings, you are making a professional commitment to fulfill these roles. Please see below for the professional expectations for specific roles.

Session Chairs

➢ If you would like to view the papers and/or abstracts in your session before the meeting please contact the authors direct. You will need to log into the submission site to obtain their names and emails.

➢ After you pick up your registration materials at the meeting, you may want to spend a few minutes locating the room in which your session will be held.

➢ Arrive at the meeting room in advance of the session you chair to greet the presenters, ensure that the room is set up properly, and that the audio-visual equipment is in place and functional.

➢ The session is 80 minutes long. Allow at least 10 minutes for questions and comments from the audience. Divide the remaining time evenly between the presenters. Inform them of the amount of time available to them at least two weeks before the meeting.

➢ Convene the session promptly at the announced time.

➢ Introduce each presenter with a title and institutional affiliation.

➢ Politely inform the presenters when their time limit is approaching. Many chairs hold up note to the presenter at 5 minute, 1 minute, and the end of their allocated time.

➢ When the announced presentations have been completed, invite questions and comments from the audience. Some chairs invite speakers from the audience to identify themselves by name and institutional affiliation.

➢ Adjourn the session promptly at the announced time. This is very important as the participants in the next session will need time to set up as well so that session can start on time.

➢ If, for some reason, you are unable to attend your session as scheduled, please let each of the presenters and the discussant know AND designate an alternate chair. Also, contact the ASC office (asc@asc41.com) and inform them of the change.

Session Presenters

➢ Provide your own laptop for the session. An LCD projector and screen will be provided. No other equipment will be provided (ie., no overheads projectors, monitors, internet hookups, nor VCR/DVD equipment).

➢ If you wish to show a video or movie during a session you will need to bring your own speakers, they will not be provided at the meeting.

- ➢ Practice your talk ahead of time so that you know it fits within your allotted time.
- ➢ Your chair will tell you in advance your allotted time. Sessions are scheduled for one hour and twenty minutes (80 minutes). Divide by the number of people participating in your session, allowing at least ten minutes for questions and answers.
- ➢ After you pick up your registration materials at the meeting, you may want to spend a few minutes locating the room in which your session will be held.
- ➢ Arrive in your scheduled room at least five minutes before the session is scheduled to start.
- ➢ Plan a brief presentation. The session chair will keep track of time and will alert you when you should begin wrapping up your talk. Pay attention to these cues. Begin concluding your talk when prompted by the chair.
- ➢ If, for some reason, you are unable to attend your session as scheduled, please let the chair know. Also, contact the ASC office (asc@asc41.com) and inform them of the change.

Roundtable Presenters

Typically there are four presentations at the roundtable sessions. Each presenter will have about 15 minutes, but there will be a session chair who will establish the exact limit. This venue is different from the usual sessions in that they are more informal. Expect attendees to ask many questions during your presentation, and you as a presenter are encouraged to do the same when others present their materials. The operative roundtable session concepts are sharing and suggestion rather than critique, as roundtable presentations are typically works-in-progress. The authors of roundtable papers are looking for new ideas and alternate perspectives to help them with their research efforts, with the typical goal of then preparing a full-blown paper for future presentation and eventual publication.

Poster Session Presenters

Poster sessions are intended to present research in a format that is easy to scan and absorb quickly. This session is designed to facilitate more in-depth discussion of the research than is typically possible in a symposium format. The Poster Session will be held on the Thursday of the week of the meeting. ASC will not provide AV equipment for this session. There are no electrical outlets for user-supplied equipment. Push-pins will be provided.

- ➢ Prepare all poster material ahead of time.
- ➢ Be sure that your presentation fits on one poster. The poster board is 4 feet high and 8 feet wide.
- ➢ The success of your poster depends on the ability of viewers to readily understand the material. Therefore:
    - o Keep the presentation simple.
    - o Prepare a visual summary of the research with enough information to stimulate interested viewers (not a written research paper).
    - o Use bulleted phases rather than narrative text.

- o Prepare distinct panels on the poster to correspond to the major parts of the presentation. For example, consider including a panel for each of the following: Introduction, methods, results, conclusions, and references.
  - o Number each panel so that the reader can follow along in the order intended.
  - o Ensure that all poster materials can be read from three feet away. We suggest an Arial font with bold characters. Titles and headings should be at least 1 inch high. *DO NOT use a 12 point font.*
  - o Prepare a title board for the top of the poster space indicating the title and author(s). The lettering for this title should be no less than 1.5 inches high.
  - o Do not mount materials on heavy board. These may be difficult to keep in position on the poster board.
- ➢ Arrive early to set up. Each poster will be identified with a number. This number corresponds to the number printed in the program for your presentation.
- ➢ Make sure that at least one author is in attendance at the poster for the entire duration of the panel session.
- ➢ Remove materials promptly at the end of the session.
- ➢ If, for some reason, you are unable to attend the poster session, contact the ASC office (asc@asc41.com) and inform them.

Author Meets Critics
Chair:
- ➢ After you pick up your registration materials at the meeting, you may want to spend a few minutes locating the room in which your session will be held.
- ➢ Arrive at the meeting room in advance of the session you chair to greet the presenters, ensure that the room is set up properly, and that the audio-visual equipment is in place and functional.
- ➢ The session is 80 minutes long. Allow at least 10 minutes for questions and comments from the audience. Divide the remaining time evenly between the Critics and the Author. Inform them of the amount of time available to them at least two weeks before the meeting.
- ➢ Convene the session promptly at the announced time. Introduce each Critic and the Author with a title and institutional affiliation.
- ➢ Politely inform the Critics and the Author when their time limit is approaching. Many chairs hold up note to the presenter at 5 minute, 1 minute, and the end of their allocated time.
- ➢ When the announced presentations have been completed, invite questions and comments from the audience. Some chairs invite speakers from the audience to identify themselves by name and institutional affiliation.
- ➢ Adjourn the session promptly at the announced time. This is very important as the participants in the next session will need time to set up as well so that session can start on time.
- ➢ If, for some reason, you are unable to attend your session as scheduled, please let each of the presenters and the discussant know AND designate an alternate person to chair the session. Also, contact the ASC office (asc@asc41.com) and inform them of the change.

Critics:
- ➢ Provide your own laptop for the session if you wish to make any kind of electronic presentation. An LCD projector and screen will be provided. No other equipment will be provided (ie., no overheads projectors, monitors, internet hookups, nor VCR/DVD equipment).
- ➢ Practice your talk ahead of time so that you know it fits within your allotted time.
- ➢ After you pick up your registration materials at the meeting, you may want to spend a few minutes locating the room in which your session will be held.
- ➢ Arrive in your scheduled room at least five minutes before the session is scheduled to start.
- ➢ Plan a brief presentation.
- ➢ The session chair will keep track of time and will alert you when you should begin wrapping up your talk. Pay attention to these cues. Begin concluding your talk when prompted by the chair.
- ➢ If, for some reason, you are unable to attend this session as scheduled, please let the chair know, and contact the ASC office (asc@asc41.com) and inform them.

Authors:
- ➢ After you pick up your registration materials at the meeting, you may want to spend a few minutes locating the room in which your session will be held.
- ➢ Arrive in your scheduled room at least five minutes before the session is scheduled to start.
- ➢ Provide your own laptop for the session if you wish to make any kind of electronic presentation. An LCD projector and screen will be provided. No other equipment will be provided (ie., no overheads projectors, monitors, internet hookups, nor VCR/DVD equipment).
- ➢ Take notes during the Critics talks, and respond briefly to their comments.
- ➢ The session chair will keep track of time and will alert you when you should begin wrapping up your talk. Pay attention to these cues. Begin concluding your talk when prompted by the chair.
- ➢ If, for some reason, you are unable to attend your session as scheduled, please let the chair know, and contact the ASC office (asc@asc41.com) and inform them.