

## General Guidelines for Conference Participants

**Session Chairs have the responsibility to inform their participants of FATE conference policies.**

- ▶ **All participants must establish or renew their FATE membership by December 31, 2016.**  
This ensures that their sessions or paper abstracts are published in the conference program. This also keeps participants up to date with all communications from the FATE list serve and the Conference Planning Committee.
- ▶ **Everyone must register for the conference.**  
The FATE conference is organized for the professional benefit of its members. Registration fees and membership dues cover the costs of the conference. Session chairs have the responsibility to make it clear to their accepted and invited speakers that all conference participants, including *all chairs and presenters*, must be FATE members and register for the conference.
- ▶ **Participants may only chair one session and/or present one paper.**
- ▶ **They must show consideration for their fellow presenters by staying within the time limits for speakers and sessions.**

## Responsibilities of Session Chairs

As a Session Chair you have several specific responsibilities, including:

- Selecting presenters for your session
- Notifying those who are accepted *as well as those who are not*
- Ensuring the accuracy of information and readiness for publication of all materials associated with your presentation. You will be notified of proper format as the conference approaches. More information to come.
- Completing and submitting the Call for Papers form (Excel document) with accepted, orphaned, and declined submissions to the conference programming committee. This will be delivered to all Session Chairs near the conclusion of the call.
- Assisting in *FATE in Review* submissions
- Maintaining contact with your panelists and updating them with all official conference news, guidelines and information, including ensuring that they are aware of deadlines for membership, publication, and registration
- Running your session efficiently and with respect for time limitations

## **Selecting Presenters for Your Session**

You may invite speakers to present at your session or select presenters from those who apply if your session is published in the Call for Papers. You may also choose a mix of applicants and invited speakers.

If you chose to include your session in the Call for Papers, presenters will apply directly to you by emailing proposal forms and CV's to the email address listed with your session. The deadline for the receipt of proposals is midnight Friday, July 15, 2016. Applicants typically wait until the last second to email their proposals, so don't worry about whether you will have enough presenters until after the deadline.

After the deadline, you will select the papers you want to include in your session. Please notify ALL applicants of your decision by Friday, July 15, 2016 – not only the people you have accepted to your panel, but also those whom you did not accept to your panel. We will be supplying sample letters that you may modify as you please in notifying your applicants.

On the proposal form, you may notice that some applicants have indicated that they have submitted their proposals to more than one session. If so, you must contact the other session chair and work out between you which session the applicant will present with. Do this before the July 15 deadline for contacting the applicants to inform them of their status.

A typical session is comprised of three or four presenters. If you don't have enough appropriate applicants for your session, you may invite speakers, or you could potentially choose presenters from the pool of "denied with merit" applicants.

Once you have chosen your presenters and notified all of your applicants, look over the abstracts you did not select and decide whether they have merit for consideration by other sessions. Email these to us at [fateproposals@kcai.edu](mailto:fateproposals@kcai.edu) and we will pass them around to the other sessions for consideration.

ALL presenters must fill out a Paper Proposal Form. Please make sure that their information is accurate and that their abstracts do not exceed 200 words. The Planning Committee will cut – not edit – all abstracts at 200 words. Assisting your panelists with editing their abstracts will ensure that your session shows well when it is published in the conference program.

The deadline for submitting all accepted abstracts for your session is Friday, July 15, 2016. Submit all accepted proposals to the Planning Committee by sending the Paper Proposal Form and CV for each presenter to Steve Snell at [fateproposals@kcai.edu](mailto:fateproposals@kcai.edu) with the subject line "Presenter Abstracts."

- The deadline for receipt of all paper abstract proposals is **Friday, July 15, 2016**.
- Notify all accepted and declined applicants of their status by **Monday, August 1, 2016**.
- Submit all accepted abstracts to the Planning Committee by **Monday, August 1, 2016**.

### **Preparing Your Session**

Managing time for your session is one of your most important tasks as chair. To ensure that the sessions run in a timely matter, presentations must begin promptly at their start time and finish at their end time.

Every session is 90 minutes, with the exception of those on Friday afternoon, which will be 2 hours and accommodate sessions that require special circumstances. Besides the actual presentations, allow time for introductions, movement of speakers, any remarks you would like to make in response to their presentations, and a question and answer period. Your session could be arranged one of these ways:

- 3 speakers @ 20 min. each – leaves 30 min. for introductions, changing speakers, Q & A
- 4 speakers @ 20 min. each – leaves 10 min. for introductions, changing speakers, Q & A
- 4 speakers @ 15 min. each – leaves 30 min. for introductions, changing speakers, Q & A

Decide the format you would like to use and then inform your presenters of the length of time they have to work with as soon as possible so that they can adjust their papers accordingly. Make it clear to them that you

plan to enforce the time limit you have established. If you do have a session that would greatly benefit from a two-hour time slot due to the nature of the topic or format of presentation, please communicate this with the planning committee and we will see what can be done to accommodate this request.

Ask your presenters to send you a copy of their completed papers two weeks before the conference (March 23<sup>rd</sup>, 2017). This will allow you to formulate comments in response to their presentation as well as check their copy for length. Let your presenters know promptly if you identify any timing issues so that they can make adjustments.

A week before the conference, email them to remind them of the day, room, and time, and repeat that you intend to enforce the time limits. Encourage them to time their presentations or use presentation tools to keep them on track. Also, ask what application they will be using for their slide presentations. Don't assume everyone uses PowerPoint.

The conference will not be providing laptops (and adaptors for Macs) in the breakout rooms, so you will need to arrange to bring your own. In addition, microphones and speakers will not be in the conference presentation rooms. Please contact the conference planning committee if there is a need for special accommodation. Also, work with your presenters to make sure that your software and their presentations are compatible. One of your presenters may potentially prefer to use his/her own laptop.

Make arrangements to upload the slide presentations before your session. Your presenters may be able to email their presentations to you or upload them to a cloud for you to pick up. You could also arrange to meet before the session at the conference to introduce each other, upload presentations, and do a general orientation.

If this is your first time as session chair, orient yourself when you arrive at the conference. Locate your breakout room and familiarize yourself with the set up. Arrive early and watch another group set up for their session.

### **Running Your Session**

Regardless of how fascinating the content of your session is, it will only be as successful as you manage your allotted time. You must not allow a presenter to run over into another speaker's time, and you must not allow your session to run over into another session's prep time. Let your presenters know that running over is unprofessional – professionalism includes preparing so that one doesn't consume more than one's share of time – and it is flagrantly unfair to the other presenters. It steals time from the next presenter and cuts short the prep and set up time available to speakers in the next session.

To run your session successfully, follow these tips:

1. Start your session on time, even if people are still coming in. They will settle quickly when they see you are starting.
2. Introduce each speaker. Ask your presenters in advance to write a very brief passage for their own introduction. It can save time and ensure that the presenters are introduced to their satisfaction. Making slides or handouts is helpful to the attendees who may struggle to get names correct.
3. Ask the attendees to hold all questions until the end of the session.
4. Give each speaker a two-minute warning and stop anyone who exceeds his/her time allotment.
5. Conclude the session on time and vacate the room immediately so that the next session group can set up. No one wants to break up an engaging discussion, but you can encourage the group to continue the discussion in another location nearby – possibly near the break refreshments.

### **Media Policy and Troubleshooting**

As previously mentioned, laptops will not be provided in the breakout rooms, so you must arrange for your

own laptop. Mac users must also bring a VGA adaptor for the digital projector. Projection screens and microphones appropriate to the room will be provided.

An IT technician will be available throughout the duration of the conference. You will be given a number to call in case technical problems arise during your session, and a technician will respond to your room as soon as possible to help resolve the issue.

### **Registration**

Every Session Chair and Presenter must be registered for the conference in order to present.

### ***FATE in Review***

In order to identify potential articles for publication in *FATE in Review* through the biennial conference, each session chair should check all paper abstract proposals for possible submission to the journal. Forward these and any proposal where the applicant has checked the "yes" box to our *FATE in Review* editor, Mary Preis. After reviewing the abstracts, the editors may encourage some participants to submit articles. *FATE in Review* is a peer-reviewed national journal, and all jury decisions are based on actual articles; therefore, forwarding the abstracts only makes the editors aware of them. It neither guarantees nor disqualifies any future written submissions to the publication.

Full articles may be submitted for consideration throughout the year to:

Mary Preis, Editor  
*FATE in Review*  
Pacific Northwest College of Art  
1241 NW Johnson St.  
Portland, OR 97209  
[mpreis@pnca.edu](mailto:mpreis@pnca.edu)

### **Contacts**

Questions or other needs may be addressed to:

Misty Gamble, FATE Co-Vice President of Biennial Conference & Co-Director of Programming  
Steve Snell, Co-Director of Programming  
[fateproposals@kcai.edu](mailto:fateproposals@kcai.edu)