



# Presider Guide

The most important part of being a presider is to **keep the session on schedule**. Sessions are 75 minutes long and have 3 to 5 papers. We recommend:

- Sessions with 4 papers allot 15 minutes per presenter
- Sessions with 5 papers can plan 12 minutes per presenter.
- Sessions with 3 papers can allot 20 minutes per presenter.
- Feel free to hold up signs that alert presenters to when they have 5 minutes, 1 minute, and no minutes remaining. Ask another session presenter to help keep time when you give your talk. It is important that you keep papers on schedule. If a presenter runs over their allotted time, please notify them that the session will need to move on to the next paper to remain on schedule.

**Paper order:** Please stick to the order that the papers are listed in the program as often people will pop in and out of multiple sessions to catch specific papers. Sticking to the program order helps support attendees visiting multiple sessions. That said, if a presenter does not show, you are welcome to move to the next paper.

**Q and A:** Plan to preside over a question-and-answer session after all papers have finished. Frequently questions and answers happen organically at the end of the session and need little assistance. Feel free to also ask your own questions should the audience not have questions to share.

**Equipment:** Please note that rooms will be equipped with a projector and a screen but not a laptop. Please bring a laptop or, in your communication with presenters, ask for a volunteer to allow you to use their laptop for the session. It is ideal not to switch laptops during the session as this can be very time-consuming. The projectors owned by SSS have HDMI and VGA cords. SSS provides HDMI to USB-C converters in each room, but it is also a good idea to bring your own converter as a backup. Whichever laptop is being used for the session, make sure to have a converter from whatever output the laptop has to HDMI (or VGA). Note that though all rooms will have WiFi, presenters should plan on having their presentations on USB drives and/or send to you ahead of time. It is ideal for you to communicate to those in your session ahead of time to coordinate.