

USASBE/SBI 2006 Joint Conference

Roles of Presenters and Facilitators

Note: USASBE/SBI 2006 will utilize projection units in each presentation room. No standard overhead projectors will be available. Presenters are encouraged to bring their own laptop computers, as computers *will not* be provided in each presentation room. We also encourage presenters to bring a memory stick/stick drive containing their presentations as a back up and so this option may be used in sessions where multiple computers are available. A limited number of laptop computers will be available from the Registration Desk but must be arranged in advance. Please contact Geralyn Franklin at franklin_g@utpb.edu by **Friday, December 30**, to arrange to use a computer, if necessary.

Roles of Paper/Case Presenters

Paper/case presenters, in general, should provide a synopsis of their papers/cases, focusing on enticing the attendees to read the paper/case in its entirety. Consider these suggestions:

Session time frames are 1 hour and 15 minutes with three to four papers/cases per session.

Plan for a 10 to 15-minute formal presentation; it is easier to expand rather than to cut points at the last minute.

Ensure that your presentation and visuals (PowerPoint) are organized and clear.

Gain attention by opening the presentation with a real-world story or aspect of the case.

Speak slowly and clearly.

Provide a short synopsis of the paper/case before focusing on the results/outcome or case topic.

Case presenters should specify the case's objectives, how the case may be used in specific courses, and what experience, if any, they have had using the cases in their classrooms.

Do not read from your visuals; explain them.

Ask the audience rhetorical questions, when appropriate, and wait for responses.

Focus on what is interesting and new about what you have learned.

Be sure to discuss the “So What?” question regarding your paper/case and the findings/outcomes.

Relax and have fun.

Be prepared for questions.

Roles of Workshop/Symposium Presenters

Workshop/symposium presenters, in general, should provide complete information on their topics in the specified time frame. Consider these suggestions:

Session time frames are 1 hour and 15 minutes.

Plan for the workshop/symposium presentation or your part of the presentation, based on directions on timing from the coordinator. Remember, it is easier to expand rather than to cut points at the last minute.

Ensure that your presentation and visuals (PowerPoint) are organized and clear.

For workshops/symposia with multiple presenters, it is suggested that one set of visuals be developed that includes aspects of all presenters presentations.

Gain attention by opening with a real-world story.

Speak slowly and clearly.

Provide a short synopsis before focusing on the results/outcomes.

Do not read from your visuals; explain them.

Ask the audience rhetorical questions, when appropriate, and wait for responses.

Focus on what is interesting and new about your topic.

Be sure to discuss the “So What?” question in reference to your topic.

Relax and have fun.

Be prepared for questions.

Roles of Facilitators

The facilitator serves the dual role of session chair and discussant in paper/case sessions and single role as session chair for workshop/symposium sessions.

Paper/Case Session Facilitators

In preparing to serve as a facilitator for a paper/case session, ensure that you have a copy of all papers/cases. These will be sent to you via e-mail by the General Program Chair or Proceedings Editor by December 20. Read and study carefully each of the papers.

Be prepared to integrate the papers and encourage interaction with the audience after all papers/cases have been presented in a session.

Do not prepare a standard review of each paper, one at a time.

Try to arrive at the presentation room at least five minutes before the formal start of the session.

Ensure that all presenters are present and know the time limits for their presentations. Typically, this will be 10-15 minutes, depending upon the number of papers/cases in a session. Provide a three-minute warning signal to presenters.

Open the session by introducing yourself. Provide a few words about the topics of the session.

Create an informal atmosphere that encourages interaction with the presenters and audience at the designated time. It is preferable to allow for 5 minutes of audience questions at the end of each presentation.

Introduce each of the papers/cases and the authors.

Ensure that presenters stay within their allotted presentation time frames. Be prepared to cut presenters off, if they are exceeding their time limits.

Provide “discussant” remarks when all papers/cases have been presented. Address the “So What?” question. Be sure to allow 10-15 minutes at the end of the session for this.

Use any additional session time to allow audience interaction.

Workshop/Symposium Session Facilitators

Workshop/symposium session facilitators may follow many of the suggestions above. However, such facilitators serve more as “session chairs” than discussants.

Be sure to encourage audience participation, when appropriate.