

Social Equity Leadership Conference

Participant Guidelines

Panel Guidelines

Convener/Moderator Guidelines

The convener ensures that the session runs smoothly, they provide a quick introduction for each speaker, and they facilitate the conversation with the audience. We ask that conveners do the following:

- Collect presentation materials on a USB drive, if applicable (a USB drive will **not** be provided, but a computer **will** be).
- Start the session on time and state rules at the beginning of the discussion, including timing and commitment to discussion with the audience.
- Introduce all participants at the beginning of the session or before their respective presentation.
- Be prepared to initiate the question period if the audience is not engaged and ensure that questions and statements from the audience are short and explicit.

Discussant Guidelines (IF APPLICABLE)

- Shape audience participation in the session by identifying key points worthy of further analysis and discussion.
- Remarks by the discussant about each paper should deal with the major issues that enhance or undermine the contributions of the paper, reserving minor issues for direct communication with the authors.

Presenter Guidelines

Each panel will be given 75 minutes total for presentation and discussion, and **at least 30 minutes must be devoted to Q & A with the audience.** The remaining 45 minutes can be spent as presenters deem fit for their respective panel, and as directed by the convener/moderator.

Poster Guidelines

Size: Poster should be horizontal (landscape) format with a maximum size of 48" wide x 36" tall.

Printing: Individual(s) must bring the printed poster with them or find a local print shop.

Poster Session: Posters should be posted up no later than 30 minutes before the respective session and should be taken down within an hour following the session. All posters left after this time will be discarded.