Instructions to Chairs, Presenters, and Discussants

1. Please adhere to the times printed in the program. Each session presentation is assigned a specific time. If you have a no-show, use the time for a discussion of the proceeding paper(s) or for a recess. **Do not** shift papers to fill voids, as individuals may want to attend a particular paper.

2. The majority of sessions have 5 papers. In 5 paper sessions each paper should be allocated 24 minutes, with 15 minutes allocated for the presentation, 5 minutes for discussant, and 4 minutes for questions and comments from the audience. A handful of sessions have 4 papers. These sessions should allocate 30 minutes to each paper (20 minutes presentation, 5 minutes discussant, and 5 minutes for audience questions/comments).

3. Hold each individual to the time allotted. If a speaker continues after time has expired, rise, ask those present to join you in thanking the speaker, and announce the next presentation. The audience and the other speakers will respect and support your decision.

4. Please be considerate of the next session by ensuring your session is completed at the appropriate time and that the room is vacated in time for the next session to set up.

5. Each paper is assigned a discussant to review and offer constructive comments on the paper. There is one discussant for each paper. The discussants for each session are listed in the program. Discussants are listed in sequential order. The first discussant listed is responsible for discussing the first paper presented; the second discussant listed is responsible for discussing the second paper presented etc.

6. The discussant should come prepared to provide approximately 5 minutes discussion of the paper. Possible speaking points include its merits and questions' regarding methods, data, or findings – a summary of the paper is neither expected nor appropriate. As a presenter, we ask that you share your paper (or PowerPoint presentation) with your discussant as early as possible, so that the discussant has sufficient time to review it.