

GUIDELINE FOR PRESENTATIONS

(It is chairs' responsibility to ensure that their sessions start and end on time!)

- **Panel** — Each panel will be made up of 3-6 presenters in the traditional paper presentation format. Each presenter will be allowed 15-20 minutes to accommodate all participants with the session's time frame or as set by the chair. All panels should be followed by Q&A. Several sessions may run concurrently.
- **Roundtable** — Each roundtable session will include 3-6 participants in this format: each presenter should give a brief, informal presentation (5-10 minutes), with the remainder of the session given to a conversation between the participants and the audience. While keeping time and directing the flow, chairs of roundtable may also be part of the session. Two roundtable sessions may run concurrently.
- **Special Session** – Special session will be made up of 3-6 where participants read excerpts of their work in poetry, fiction, nonfiction or other genres. Special session may run concurrently or incorporated into a plenary session, if necessary.
- **Plenary Session** — Plenary sessions will include the opening keynote and closing addresses. Chairs of plenary sessions should introduce the speakers and chair the Q&A session following the presentations. This session is open to all conference attendees.