

Information for Presenters

Thank you for agreeing to present at the symposium! A few tips for your presentation:

Preparing your Presentation:

*As much as you are able, please don't stress about your presentation. The symposium is a chance to come together with colleagues for interesting conversations about the ideas and projects we're pursuing. It's meant to be a low stress, low stakes gathering.

*Please present your work in the style that best suits your project. You may read a talk, speak from notes, use slides or not, offer a demonstration, and so on. Decide what works best for you. We encourage you not to make the preparation you do for your talk time-consuming.

*Keep in mind that your fellow presenters, chair, and audience members will be colleagues engaged in different fields and areas of expertise; please try to make your talk accessible to your audience.

*We encourage you to reach out to your fellow participants ahead of time to chat about the session, decide on the order of speakers, and so on. Remember that sessions are broadly interdisciplinary and cohere under general themes; there's no need to adjust your talk to fit a pre-determined theme.

*For those presenting **posters**, you can arrange a [consultation or make an appointment](#) to print a poster through the Spider TechNet, or you can email tlc@richmond.edu.

Preparing for your Session:

*Please pick up your nametag at the Faculty Hub before your session (and enjoy the refreshments).

*All session rooms have screens and projectors. We will send a detailed guide and links for how to upload any slides/clips ahead of time. This process allows for smooth transitions between sessions, so please look out for emails calling for these links. We will have tech help in place at the symposium. Please let the organizers know as soon as possible if your presentation has technical requirements beyond the typical set-up.

*Please read the abstracts for your session participants. These are available on the Google Doc we sent and will also be available on the Symposium webpage in early September.

*The session chair will introduce you by name, office/school/department, and presentation title. We ask that you offer a few remarks about yourself and your interests at the start of your presentation. Chairs will also keep track of time and facilitate the Q&A.

*Time Limits: **Please keep your talk within the allocated time:**

*Panels, Roundtables, and Posters: For each 75 minute session, 60 minutes are for the presentations and at least 15 minutes are for Q&A. Your presentation time depends on the number of presenters in your session, with 1-2 minutes for transitions (e.g., for three person sessions, 15-18 minutes each; for four person sessions, 12-14 minutes each, etc.). The session chair will keep track of time.

Note: The main difference between panels and roundtables is the time the speakers have to present. Panels *tend* to be more formal talks on finished projects and roundtables *tend* to be shorter, more informal talks on work-in-progress, with more back-and-forth, but these are guidelines rather than rules. Whatever way the group wants to run the session is fine.

*Let's Talk About Forums: Facilitators should plan to spend 10-15 minutes to introduce the topic, followed by general conversation.

*Plan to arrive 10-15 minutes early for your session. Each room will have the Box folder with presentation links all lined up and ready, but it's always good to ensure everything is in place before your session begins.

*Staff, faculty, and students are all welcome to attend your session, and please do all you can to advertise your session and invite folks to come! (We only ask those who are teaching not to require a whole class to attend).

*We encourage you to attend sessions in the other three time slots and to come to the lunch for presenters and chairs (12-1:00pm in the Alice Haynes Room, THC) and the reception at 4:15. Please be sure to RSVP for the lunch.