

Conference Guidelines

Moderator Guidelines

The moderators will briefly introduce themselves and introduce the speakers (or panel participants) and topic using the intro cards, making sure to properly pronounce names; announce that Q&A time is provided at the end of each session, and discourage the audience from hostile questioning — it will be the speaker's choice whether to answer any question; assist the panel or speaker with their audio-visual materials, if necessary; and keep the program moving and maintaining a close watch on elapsed time.

Presenter Guidelines

Included in this packet are basic guidelines and helpful hints that we feel will make the most of your allotted presentation time and put you at ease before your audience. We must request that you adhere strictly to the time allotted to you.

Please provide two index cards, one for your introduction and another for each topic you are speaking on. You must mail these cards with your A/V checklist after being notified of your proposal's acceptance..

Helpful Hints:

Please practice your presentation, factoring in time for audio-visual equipment use.

You will be given a name badge upon arrival. Please wear this badge when entering the conference room.

- ◆ Try not to stray or improvise from your prepared text.
- ◆ Use your time wisely and highlight the most important points of your research and not attempt to crunch years of study into a 30-minute presentation.
- ◆ Use handouts for background and/or further source material.

The conference room will have a raised stage platform area, a lectern with reading lamp, laser pointer, and two large screens. You will have the option of using the fixed microphone at the lectern, or a wireless microphone. The entire conference will be videotaped for public distribution.

Miscellaneous

- ◆ Please register at the Dallas Grand Hotel advising them you are with JFK Lancer.
- ◆ Rooms are limited – please do not postpone registering.
- ◆ Professional dress is preferred for presenters or moderators in the main conference room.
- ◆ Authors may contact Tom Jones at 974-264-2007 to discuss availability of your books or other materials for signing. A Book Mart resource room will be open for the duration of the conference, and represents a great opportunity to meet your fellow researchers and sign your work.
- ◆ Flights are available into Dallas-Fort Worth Airport, and transportation to the hotel can be arranged there. Shuttle service is a shared ride company that operates from DFW. Driving time to the hotel is approximately 30-45 minutes.

Audio – Visual Checklist

Your Name: _____

Email: _____

Day telephone: _____

Equipment needed (check as many as needed):

- video projector
- overhead projector
- flip chart
- easel for large photos/diagrams
- laptop computer projector
- slide projector (you must provide carousels)
- Other: _____

Comments: _____

Please label all personal research materials with your name and address before bringing them to the conference.



Presenter’s Checklist

Enclosed are my:

- Speaker Registration form. Signed statements at bottom of page.
- Index card(s) with my presentation summary and personal bio.
- Proposal cover and abstract (If already submitted, please note below)
- Handouts to be copied.
- A/V Checklist completed.

Travel schedule and hotel information.

