



CAMWS Guide for Presiders

Before the Meeting:

1. Contact the participants well in advance of the meeting. Ask them for C.V.'s or résumés to help you prepare their introductions. A typical introduction for beginning scholars includes: name; rank or title; present institution; B.A., M.A., and Ph.D. institutions; dissertation topic; summary of publications (if any); title of the talk. A typical introduction for senior scholars includes: name; rank or title; present institution; area(s) of specialization; major publications (and perhaps awards); title of the talk.
2. Remind presenters of the strict time limits and refer them to the CAMWS Guide for Presenters (downloadable from the CAMWS website). Ask them to meet you at least ten minutes before the session.
3. Check with presenters about their A/V needs and encourage them to come prepared with a back-up plan in case this technology does not work. Please remind your presenters that they should be prepared to use their own laptops for their presentations.
4. Read all the abstracts for your session and encourage each presenter to do the same. (The abstracts will be posted on the CAMWS website.) Prepare potential questions for the discussion that will take place during the session.

At the Meeting:

1. Check the room well in advance to ensure that the lighting, sound, seating, and audio-visual equipment suit the needs of your session.
2. Come early to the session to introduce yourself to the participants, and the participants to one other. Ask them to assist one other with distributing handouts or appoint one person to be in charge of this task. If there are technical problems with the audio-visual equipment, inform the hotel staff immediately.
3. Start the session on time. Welcome the audience and announce the topic of the session. Keep your introductions brief and to the point.
4. If necessary, warn speakers that their allotted time is nearly up; if they exceed their limit, firmly but politely cut them off and move on to the next speaker.
5. Invite questions and comments from the audience after each paper. The presenter should remain at the podium; you should call on individuals and decide when to close the discussion in order to have time for the other papers. If a question cannot be heard by everyone, repeat it. Intervene diplomatically to prevent questions from dragging on; you can always suggest that questioners meet with the presenter for further discussion after the session ends. Postponing questions until the end of the session is discouraged; instead, if time is tight, limit the discussion after each paper to a couple of minutes.
6. Conclude the session by thanking the presenters and the audience. Remain in the room for a few minutes to thank each presenter personally.