

# Instructions for Presenters at the 2017 NAWRS Workshop

---

Congratulations for being accepted to present at the 2017 NAWRS workshop!

Here, we provide some information that should be useful to you as you prepare for your presentation.

- NAWRS encourages sessions to be “workshop-style” with plenty of time for discussion from the audience. Panels are 75 minutes in length with three presentations (a few have two presentations and a few have four). Presenters should split their time evenly and leave time for audience questions and discussion. We suggest that presenters should present for about 15 minutes each, leaving enough time for questions from the audience. Each session will have a moderator to help keep time.
- Each room will have a laptop with a Windows version of PowerPoint and a projector (see exception for Speed Sessions below). Presentations will *not* be pre-loaded onto the laptops. Please bring your presentation on a Windows-compatible flash drive *before* your session is scheduled to start and load it onto the laptop’s desktop. If you would like to email your presentation to NAWRS as a backup, you may send it to [NAWRWorkshop@gmail.com](mailto:NAWRWorkshop@gmail.com). Please leave your presentation on the laptop desktop when you are finished; we will collect them to post on the NAWRS website after the workshop.
- **Speed Sessions:** During the fast-paced and high energy speed session time slot (90 minutes), you will give your presentation individually (not as part of a panel), three times, to three different groups of 10 or more conference attendees in the Grand Ballroom. Attendees will choose what three presentations to attend during the session, and will rotate to the next presentation about every 20 minutes.
  - Presentations should be concise and no longer than 15 minutes in order to allow a few minutes for Q&A.
  - The delivery of the Speed Session presentations will be more up close and personal, therefore a laptop and projector for PowerPoint will not be available or necessary. However, you are welcome and encouraged to bring any handouts or other materials to aid your presentation.
- **Roundtables:** Roundtable sessions are 75 minutes in length and will focus on a specific topic led by one or more knowledgeable facilitators. The facilitator(s) can set the stage in any way that seems appropriate. This might be a somewhat formal presentation with PowerPoint, a handout, or a general summary of the issues without multimedia. This “stage setting” should take no longer than 10 minutes, so that the remaining 50 minutes

can be dedicated to discussion of the issues. The purpose of the session is to be able to delve into a specific topic in more depth than might be possible in a traditional session and for others who might have insight into related issues to be able to share their knowledge.

- Room locations and a map with the room layout will be included in the final program. Please plan to show up 15 minutes early to your room to provide enough time to load your presentation on the computer and meet your fellow presenters.

Thank you for your help in making this an excellent workshop!

Questions? Email [NAWRSWorkshop@gmail.com](mailto:NAWRSWorkshop@gmail.com).