

Academic Chairpersons

General Presentation Recommendations

The following information is provided to help you plan your presentation at the Academic Chairpersons Conference. Many comments are included from reviewing conference evaluations.

- Rehearse your presentation several times to develop confidence with your audio-visual aids, handouts, and timing.
- Your materials and comments should match the abstract you provided. Review the content of your presentation for stereotyping, labeling, or generally negative comments and delete these references.
- Bring 75 copies of your handouts to distribute during your presentation. If you have handouts remaining, you may leave them at the table provided near the registration area. This will allow participants who were unable to attend your session the opportunity to pick up a copy.
- **DO NOT READ YOUR PRESENTATION!** This is the biggest complaint we receive on evaluation forms. The purpose of this conference is to provide **practical recommendations** to participants and to encourage discussion. This will allow you to connect to your audience and maintain eye contact. Use specific examples and personal experiences and provide practical ideas that participants can take back to use on their campuses.
- Paper presentations are 50 minutes in length and workshops are 110 minutes in length. **MOST IMPORTANT:** Participants repeatedly tell us that presenters are NOT allowing enough time for discussion. Please allow at least **fifteen minutes** for question and answer discussion at the end of your presentation or incorporate the time within your presentation. The more involved your audience remains, the more they will benefit from your session.
- **WORKSHOPS MUST ACTIVELY INVOLVE THE PARTICIPANTS; THEY ARE NOT MEANT TO BE EXTENDED PAPER PRESENTATIONS.**
- Please begin your presentation on time. Provide brief introductions of yourself and your associates at the beginning of your presentation. A K-State staff member will enter the session room shortly after the session begins to get an attendance count.
- End your session on time. It is important that we provide the next presenter the opportunity to set up and that participants have time to get to their next session.
- A Kansas State University staff member will assist in moving sessions to discussion and closing sessions. Ten minutes before the session ends, someone will open the back door of the presentation room. At the presentation end time, all doors will be opened.

- If it is difficult to conclude your session due to active discussion, please suggest to those interested in continuing the discussion that they move into the lobby area. The next presenter(s) will need to access the room.
- Include your contact information on your handouts. Participants may want to get in touch with you after the conference with additional questions.

Room Set

Rooms will be set according to the type of presentation and interaction potential, taking into account the number of persons registered for the conference. Generally, plenary sessions and paper presentations will be set classroom style (rows of tables and chairs), and workshops will be set in crescent rounds (round tables with seating on two-thirds of table so no one is seated with their back to the presenter). There will be a head table, chairs, and a podium with a microphone at the front of the room. Rooms can seat approximately 75 people.