

Important Information for Chairs of Panels at CIES 2008

The CIES program committee extends our thanks to you for serving as the Chair of the panel on which you are presenting OR as the chair of the panel proposal you submitted. As Chair, your responsibilities include: 1) making a brief introduction of the panelists; 2) keeping track of the time for each panelist (important); 3) facilitating the question and answer period at the end of the panel; and 4) addressing problems with the media in the room by working with the Student Volunteer assigned to your room or block of rooms. In case of emergency, the Chair is also responsible for insuring that the procedures delineated in conference program are followed.

Each panel session will last 90 minutes (1.5 hours). There will be four 90-minute session blocks (8:30 – 10:00 am; 10:30 am – 12 pm; 1:30 – 3:00 pm; 3:30 – 5:00 pm) and a 90-minute lunch period (12:00 – 1:30pm) on Monday, March 17 – Thursday, March 20. There will be two 90-minute morning session blocks on Friday, March 21 (8:30-10:00 am; 10:30 am – 12:00 p.m.). Depending on the number of presenters and discussants on a panel, each person will have approximately 15 minutes to present. It is the responsibility of the Chair to organize the session so that there is adequate time for presentations and discussion; therefore, if there are more than four presenters and one discussant on your panel, you should communicate with the presenters in advance of the conference so they can prepare a presentation of less than 15 minutes. Co-authored papers should be allotted the same amount of presentation time as single-authored papers. Please keep in mind that one of the most important functions of the conference is to bring presenters and audience members together to discuss important issues in the field. If there is little time for questions and comments from the audience, then this goal will not be attained. There should be, at a minimum, 20 minutes devoted to the question and answer period at the end of the presentations by the panelists and discussant. It is also very important that the session conclude when scheduled so that the room can be prepared for the next set of panelists.

Chairs, presenters, and discussants should arrive at their designated presentation room at least 15 minutes prior to the start of the session for set-up. Session rooms will be equipped with standard audio-visual equipment with MS Powerpoint and wireless internet access. Powerpoint presentations should be formatted for MS Windows. There will also be water available for each presenter on the table at the front of the presentation room. Each presenter is individually responsible for arranging the printing and distribution of relevant presentation materials, e.g., copies of papers or presentation handouts. If presentations have special technical requirements, these should be sent via e-mail with complete details, presenter's name, and presentation title to cies2008@tc.edu no later than March 1, 2008. We will attempt to accommodate the request, but this is not guaranteed because of other demands on the available equipment during the week.

- If you, as Chair, want to contact your fellow panelists, please send an email message with the request for their email addresses to cies2008@tc.edu.
- If you will not be attending CIES, please let us know as soon as possible so that another Chair can be designated for your panel.

Thank you very much for your participation in the conference, and we look forward to seeing you at Teachers College in March.