



## 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. 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 each other. Ask them to assist each 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; state whether you intend to permit questions after each paper or to postpone all questions until the end. (Base your decision on how much extra time you anticipate there will be in 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. If time permits, invite questions and comments from the audience. The presenter should remain at the podium; you should call on individuals and decide when to close the discussion. 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.
6. Conclude the session by thanking the presenters and the audience. Remain in the room for a few minutes to thank each presenter personally.