

# CSSHE 2014 Annual Conference

## Responsibilities for Conference Participants

### Chairs

Thank you for volunteering to perform this important task. Although many of you are practised in the art of chairing conference sessions, here are a few brief items for novice chairs to keep in mind for a successful session:

1. Show up on time for the session. It's nice to be there to greet the presenters as they arrive.
2. Check that the sign outside the door shows the right session at the right time.
3. Check with presenters for name pronunciations, etc.
4. If a change in order of presentation has to be made for any reason, get it all straight with all presenters. (Order of presentation is usually arbitrary, but sometimes there's a reason...)
5. Arrange with presenters how the session will go (i.e. each presentation with its questions, or all presentations and then all questions. The first is usually preferable.)
5. Welcome the group at the appointed start time. Try to start ON TIME, even if the crowd is slow in arriving, because the time slots are very full.
6. Timing is essential. PLEASE be ruthless (but polite) with your timing. Nothing is worse than being the last presenter and not having enough time because others have run over-time. (We've all been there, right?)

To assist you in this most important function, I have attached some timing signs which I encourage you to print off for your use. (Fold them over, one in each hand, "Time" and then the actual time, 2 or 5 minutes.) There will be extra at the registration table.

**(Note:** It is a good idea - critical, in fact - to place yourself in the seat squarely in front of the presentation table and to instruct presenters to be sure TO LOOK AT YOU in order for you to give the time signals.)

7. You are not responsible for IT but if something is clearly wrong, you should alert either our LAC, one of our Assistants at Congress, or a member of the Program Committee
8. Gather up the evaluation forms and turn them in at the CSSHE registration table.

**Thank you for your contribution to the conference.**



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### Presenters

1. Congratulations; your proposal has been accepted as part of an individual, organized or panel session.
2. For a successful presentation at the conference we would recommend:
  - you prepare comments that outline the major points of your paper
  - consider the purpose of the study
  - describe the sample, outline your methodology
  - describe the problem(s)
  - share major findings, conclusions, or recommendations
  - showcase points of contribution to the field of study of higher education
  - consider implications or issues that arise from your research and questions for further research as appropriate
3. A good presentation is a must for a successful session. Time is usually tight and you may have only 15 minutes for your presentation, following which there will be an opportunity for questions and discussion. Think about the following:
  - do not read verbatim from your paper or PowerPoint slides
  - practice your presentation
  - if you are new to conference presentations you may find it helpful to prepare "speaking points" and keep to time.

### ***Please also note the following:***

Authors presenting at CSSHE must be a members in good standing of the Canadian Society for the Study of Higher Education and registered for the conference through Congress <https://www.fedcancongress.com/?english> or <https://www.fedcancongress.com/?french>

The 2014 CSSHE conference will be held during the Congress of the Social Sciences and Humanities (Congress). Each conference participant must register for both the Congress and the CPSA conference. The CSSHE is a registered charitable organization, funded through membership fees, subscriptions, donations and a grant from the Social Sciences and Humanities Research Council of Canada.

CSSHE provides some travel support for student members presenting posters or papers at the conference. The amount of support depends on the number of applications received and will be determined after the annual conference closes. Students who presented at the conference have one month to submit their application and original receipts to be considered eligible for this travel grant support. Application forms will be available at the Annual Meeting of the Society during the conference and are also accessible online at the CSSHE website ([http://www.csshe-scees.ca/07\\_students\\_en.htm](http://www.csshe-scees.ca/07_students_en.htm)).

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**2 minutes**

**5 minutes**