

Alternative Format Session

If you are an Alternative Format Session Chair:

Before the session

- Notify your co-presenters of the proposal's acceptance.
- Note that your total session is 90 minutes, so please determine timing for each segment and Q & A with this in mind.
- Plan use of the LCD projector. Hasten the transition between speakers by using a thumb drive to transfer all presentations to one laptop before the session.
- Arrive early enough to test electronics (e.g., computer's interface with LCD projector, PowerPoint, remote, etc.), but not so early that you interrupt the preceding session.
- Prepare cards to cue the speaker when 10 minutes, 5 minutes, 1 minute, and 0 minutes are remaining in allotted time. Discuss this process with the speaker.
- Prepare your remarks☺

During the session

- Briefly welcome participants to the session and introduce self and other presenters.
- Keep time for speakers, holding timing cards where they can be seen.
- Reserve 5 to 10 minutes for Q & A.
- Moderate Q & A, nominating those who want to comment or query, and diplomatically cutting off any long-winded or inappropriate comments.
- Thank speakers and participants at the session's end.

If you are presenting a paper at an Alternative Format Session:

Before the session

- Prepare your talk☺, using time parameters discussed with session chair.
- Post your PowerPoint, abstract, or paper on the NRC website.
- Put presentation slides onto a thumb drive and transfer to one computer prior to the session.

During the session

- Deliver your talk, being sure to pace yourself so that you include all relevant information, and leaving time for questions, as determined by the session chair.

After the session

- Prepare your paper for submission to the *NRC Yearbook* or *NRC Journal of Literacy Research (JLR)*.