

Paper Session

If you are a Paper Session Chair:

Before the session

- Note that your total session is 90 minutes, with 20-25 minutes allotted per paper and 15-30 minutes for Q & A.
- Help presenters to organize use of the LCD projector.
- Prepare cards showing the speakers when 10 minutes, 5 minutes, 1 minute, and 0 minutes are remaining. Discuss this process with speakers.

During the session

- Briefly welcome participants to the session and introduce self and presenters.
- Keep time for speakers, holding timing cards where they can be seen.
- Reserve 15 to 30 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 a Paper Session:

Before the session

- Prepare a 20 to 25 minute talk.
- Post your PowerPoint, abstract, or paper on the NRC website prior to the conference.
- Put presentation slides onto a thumb drive and transfer to one presenter 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)*.