

Symposium Session

If you are a Symposium 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 computer 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 a Symposium:

Before the session

- Prepare your talk 😊, using time parameters discussed with session chair.
- Send a draft of your paper to the Discussant at least 1 month prior to the conference.
- 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 the Discussant and 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)*.

If you are the Discussant at a Symposium:

Before the session

- Prepare constructive remarks about each paper and across papers in the session 😊. Use papers forwarded to you by other presenters prior to the conference and time parameters discussed with session chair.

During the session

- Deliver your comments, leaving time for questions, as determined by the session chair.