

REQUIREMENTS AND EXPECTATIONS FOR PRESENTERS AT
NRC SYMPOSIA

Congratulations. You are part of a symposium that your colleagues have judged worthy of occupying one of the limited slots on the NRC program this year. The work reported or perspectives shared at a symposium are intended to become part of the archival literature of the field. Thus, acceptance of the symposium, and your part in it, entails the following professional responsibilities:

1. **Preparing a paper or written summary** (at least 750 words) of your contribution to the symposium.
2. **Sending your paper or written summary to the symposium's discussant** no less than 2 weeks before the conference.

Note: Chairs of symposia will complete and submit to the conference chair a report after their respective sessions. That report will include information from discussants about if and when they received papers in advance, and whether presenters provided the audience ready access to the paper or summary (see subsequent point 3).

3. **Making your paper or summary available** to colleagues who attend your session and to other interested colleagues who cannot attend your session. This responsibility can be met in, preferably all of, the following ways:
 - a. Bring 15-20 hard copies of your paper to distribute at the session
 - b. Upload your paper to the NRC Conference website [instructions to be sent via e-mail in September]
 - c. Send your paper to the ERIC clearinghouse: <http://www.eric.ed.gov/> [click on "for authors"]
 - d. Posting your paper on a personal website or university repository providing open access.
4. **Preparing a coherent 15-20 minute oral presentation** that is consistent with the proposal for the symposium and parallels your paper.
5. After the conference, **consider submitting your paper to the NRC Yearbook**. See the following website for details: <http://www.nrconline.org/yearbook.html>

Digital presentations:

You may wish to incorporate digital slides into your presentation and to make those slides available with your paper. However, a digital slide presentation is not a substitute for a paper.

It is suggested that you bring a digital presentation on a USB drive in case presenters wish to share the same computer during a session.