**Instructions for Presenters and Chairs**

***For Presenters***

**The Week of the Symposium:**

* Rehearse your presentation and remember time limits (12 – 15 minutes depending on your scheduled panel).
* Note who your panel chair is (see the symposium program) and contact the chair with any questions or requests you have, such as audio-visual needs, extra accommodations, or general advice. Chair contact information is easy to find on the English department faculty directory.
* Email a two- to three-sentence biography of yourself (written in third-person) to your chair. Your chair can use this bio to introduce you during the panel meeting. Example bio: *Jane Austen is a junior who is majoring in English and minoring in professional writing and rhetoric. She intends to pursue an MFA in creative writing and hopes to become a published novelist someday.*

**The Day of Your Presentation**

* Dress professionally.
* Stop at the conference table in the JFSB basement near the northeast elevator to pick up the following materials: your name badge, a conference program, and a snack. You may ask the staff at the table any questions regarding classroom locations and conference scheduling.
* Bring at least one hard copy of your presentation. Sometimes technology fails. Always have a backup plan.
* Arrive at your scheduled panel ten minutes prior to the start time. Set up any technology you will need; introduce yourself to your chair; give the chair any handouts you wish to have distributed.

**During Your Panel**

* Present with confidence by remembering the tips from your coaching session.
* Stay within the time limit!
* Listen courteously to your fellow presenters.
* Be succinct and focused in responding to questions during the Q&A.

**After Your Panel**

* Fill out the survey feedback form to help the English Symposium continue to improve.
* Identify panels, roundtables, readings, and other symposium events you will attend in order to learn from and show support for your fellow students.

***For Chairs***

**The Week of the Symposium**

* Review the symposium program online to ensure you know when you are scheduled to chair.
* Field any incoming emails from the student presenters who are scheduled in your panels. They have been instructed to contact you if they have any questions or requests that you can help with.
* Compile presenter bios in preparation for the panel meeting (presenters have been instructed to email you a two- to three-sentence bio by email).
* Remind your classes to attend the symposium, and highlight any panels or events you think might be especially relevant to them, including the keynote by Lisa Valentine Clark on Thursday at 1:00 PM in the HBLL Auditorium.

**The Day of Your Panel/s**

* Stop by the symposium table, which will be located near the northeast elevator in the basement of the JFSB to pick up a program, feedback forms, your name badge, and a snack/water.
* Arrive at your scheduled panel/s ten minutes early to get acquainted with the room and the presenters.

**During Your Panel/s**

* Welcome guests and introduce presenters (be brief to allow as much time as possible for presentations and discussion).
* Enforce time limits.
* Manage Q&A after all presentations are complete.
* Distribute and collect feedback forms and fill out chair feedback form.

**After Your Panel/s**

* Turn in all feedback forms to the symposium table.
* Pat yourself on the back for supporting student research and scholarly development.