



## NERA 2024

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*If you have any questions about the guidelines, please contact the 2024 Conference Co-Chairs at [NERA.CoChairs@gmail.com](mailto:NERA.CoChairs@gmail.com)*

## Chair Responsibilities in a Paper Session or Symposium

Each session's chair is directly responsible for organizing and setting the tone of the session. Put simply, the chair's primary goal is a well-organized, smoothly run session that is of the greatest benefit for each presenter and attendee. Your responsibilities as a session chair are as follows:

### Prior to the Session

- Email all presenters and the discussant to:
  - Introduce yourself
  - Let the presenters and discussant know much time they will have to present during the session (typically 10-15 minutes, please choose an exact amount of time, allowing some time for transitions between presentations and 5-15 minutes of Q&A)
  - Suggest the order of presentations based on the presentation titles
  - Remind presenters to submit their paper to the discussant by September 27th, unless you and the discussant agree on a different date
  - Provide a deadline for sending presentation slides—typically 1-2 days before the session.

TIP: It's a good idea to request a confirmation from each presenter to make sure they are aware of the session date and time, the amount of time they will have to speak, and their order in the session.

- Projectors and screens will be provided by NERA, but someone in your session will need to bring a laptop. The chair typically brings it, but if you do not feel comfortable using your laptop for the session or you have a Macbook, please work with the presenters and discussant to decide who will bring their laptop and ensure that person has all the slide decks prior to the session.
  - We do not recommend using Macbooks for sessions, even if you have adapters, because of compatibility issues when connecting to the projectors.
  - NERA does not have presentation clickers/remotes, but if you have access to one, it would be helpful to bring it or ask one of the presenters to bring one.
- Ensure that the discussant has all papers and will have time to review them prior to the session.
- Familiarize yourself with the names of the presenters.
- When you arrive at the conference, locate the room where the session will be. This will allow you to familiarize yourself with the setting, and also to notify the other presenters if there's any confusion or difficulty in finding the room.

### At the Session

- Arrive at least 10 minutes before the session starts to connect your laptop to the projector or to help the person bringing a laptop (if not yourself).
- Open the session at the scheduled time—welcome attendees, reiterate the title of the session, introduce the presenters, and set expectations for Q&A (brief Q&A after each presentation or hold all questions until after discussant remarks?).

- Help all presenters, including the discussant, adhere to the agreed upon time limits.
  - It is helpful to give presenters a 5-, 2-, and 0-minute warning using pieces of paper with those numbers or hand gestures.
  - Check in with the presenters prior to the start of the session so they know to expect those warnings and have a chance to request modifications (e.g., skip the 5-minute warning).
- Time permitting, facilitate Q&A after the discussant remarks.
- Please end the session on time in consideration of other sessions that may follow.

### **Chair Responsibilities in a Roundtable Session**

- Roundtable sessions are less structured. There is no need to collect materials from presenters prior to the session.
- Please arrive 10 minutes before the session starts to meet the presenters. The room will have several roundtables set up (typically sufficient for 1-2 presenters per table), but no projector or screen since the focus is on discussion.
- Open the session at the scheduled time—welcome attendees, reiterate the title and format of the session, and ask each presenter to provide a two-minute introduction to the work they brought to the session. After those two-minute introductions, the session becomes more informal and no additional facilitation is needed until the end of the session.
- Close the session at the scheduled time by announcing the session has ended and thanking the attendees and presenters (it is up to you whether to make the announcement to the room or to one roundtable at a time).

### **Chair Responsibilities in a Poster Session**

- Poster sessions are less structured. There is no need to collect materials from presenters prior to the session. There is also no need to introduce the session at the start time, keep time, or facilitate Q&A.
- Please arrive 10 minutes prior to the start of the session and help the presenters with setting up. One or more of the conference co-chairs will also be available to assist. (Getting posters on a board is much easier as a two-person job!).
- It may be helpful to take the lead in walking around and interacting with the presenters to get discussions started.
- Close the session at the scheduled time by announcing the session has ended and thanking the attendees and presenters (it is up to you whether to make the announcement to the room or to one presenter at a time).

## Discussant Responsibilities in a Paper Session or Symposium

The discussant for a session is responsible for providing insightful commentary on the papers in their topic area(s). Comments are expected to be professional and constructive. The goal is to raise questions for broader consideration. Where possible the discussant should also attempt to connect the works presented in the session. Your responsibilities are as follows:

### Prior to the Session

- Collect and read all the papers for your session. Prepare professional and constructive comments on the significance and contribution of the papers presented, drawing connections between presentations where possible.
  - Some discussants prepare PowerPoint presentations. While this is not required, it can be helpful in organizing your comments to the presenters.
- Consult with the session chair on the organization of the session.

### At the Session

- Present your discussant remarks. It is expected that you draw upon your expertise and views in commenting on the papers or presentations; however, it is not appropriate to focus on presenting your work.
- Offer comments on papers that will assist authors in taking steps toward publication. Such commentary may include remarks in the session, comments written directly on the papers, and/or later discussions or e-mails with the authors.

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<b>Discussant SHOULD:</b>	<b>Discussants SHOULD NOT:</b>	<b>Tips</b>
Identify commonalities or distinctions among the papers, place the research in a larger context (e.g., public policy, educational trends), and/or contribute perspectives from research/experience that add to the existing presentations.	Provide summaries of what each person presented; focus the discussion on the discussant's own work or research.	Assume that the presenters are going to continue the line of research. In which direction do you believe the research should go?
Provide feedback that refers to potential alternative approaches, or different perspectives that might enhance the papers. Identify areas that might require refinement before the papers could be published.	Outwardly criticize a paper as incorrect or flawed. Concerns about the quality or rigor of a paper are best handled prior to or after the session, not in the public forum.	If further clarification from the presenter is needed to allow for better feedback, briefly ask them during the Q&A portion of the session.

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## Presenter Responsibilities in a Paper Session or Symposium

### Full Paper and Presentation Slides

- As the presenter, you must send your session chair and discussant a copy of your full paper no later than September 27th (11 days prior to the start of the conference) to provide ample time for preparation of discussant remarks for the session.
- If you do not submit your full paper to the discussant by this deadline, your discussant is under no obligation to provide feedback on your paper. Please communicate with your discussant as far as possible in advance of this deadline if you are unsure you will be able to meet it so that the discussant can decide how the situation can be best handled.
- You must also send your presentation slides to the session chair by the deadline stipulated by the chair (typically a few days before the session).
  - **We strongly recommend making all text on your slides font size 26 or larger so all attendees can see the information presented. It is also helpful to prioritize visuals and short bullet point over long chunks of text.**
- Please send a PowerPoint (PPT) or PDF file to the session chair. Google Slides are not recommended in case of connection and access restriction issues.

### Presentation Tips

- Presenters should be prepared to summarize their research in a 10-15 minute presentation (your chair will provide an exact time), highlighting all major points.
- Major points should fall into the categories used to write your proposal, and should include:
  - The purpose of the study, including research questions
  - The theoretical framework or literature review
  - Methodology used to carry out the study
  - Results
  - Conclusions and implications for further research, practice, and/or policy
- Please be sure that you have practiced your presentation under timed conditions so that it can be presented well in the amount of time you have been allotted.

### Technology

- There will be a projector and screen in the room. NERA does not have presentation clickers/remotes. If you have access to one and would like to use it, feel free to bring it.
- The session chair will bring a laptop or coordinate with someone else to bring it. All presentation slide decks must be loaded onto the same laptop to ensure smooth transitions between presentations.
- On the day of your presentation, we suggest arriving 5-10 minutes before the session starts.

### **Presenter Responsibilities in a Roundtable Session**

- No materials need to be sent to the session chair ahead of time.
- A full paper is not required. Roundtable presenters typically prepare a handout with a summary of their research and/or relevant figures.
- Please arrive 10 minutes before the session starts to meet the session chair and other presenters. The room will have several roundtables set up (typically sufficient for 1-2 presenters per table), but no projector or screen since the focus is on discussion.
- At the start of the session, please be prepared to provide a two-minute introduction to the work you brought to the roundtable session. The remainder of the session is reserved for discussion and informal Q&A at your roundtable.

### **Presenter Responsibilities in a Poster Session**

- No materials need to be sent to the session chair ahead of time.
- A full paper is not required. Some poster presenters may choose to prepare a handout with a summary of their research.
- Please arrive 10-15 minutes before the session starts to set up. Easels, display boards, and thumb tacks will be provided.
- Your poster should be no larger than 36 by 48 inches. It should be easily read from a distance of at least 3 feet from the board. We recommend using at least 36-point font for the title and at least 28-point font for the remainder of the poster.
- We encourage visuals and bulleted text that describe your research and that may include information on any of the following:
  - Brief rationale for your research
  - Brief statement of your research problem and research questions
  - Brief description of methods and procedures used
  - Brief description of results in relation to your research questions
  - Brief description of implications of your study for further research
- **TIP: Prioritize visuals and short bullet points over large chunks of text.**