



VIRGINIA INTERNATIONAL UNIVERSITY

## Conference on Language, Learning, and Culture

**Presenters and Workshop Facilitators:** *Thank you very much for your valuable contribution to the conference! We appreciate your attention to the following recommendations and guidelines.*

Things happen! To be extra sure that you have a working copy of your presentation on the day of the conference, we would recommend that, in addition to bringing the file on a **USB drive**, you also bring an **extra USB drive** with a back-up copy and/or **email** the file to yourself.

As a further measure, we encourage you to send your presentation to [kevin@viu.edu](mailto:kevin@viu.edu) by **3pm on April 7**. Please label the file with “CLLC 2015” and the first author’s last name (e.g., “CLLC 2015 Martin”) so that it will be easy to identify. Please use the same naming configuration (“CLLC 2015 Martin”) in the *SUBJECT* of the email.

We will save all presentations received by **3pm on April 7** on **master USB drives**, which we will keep at the Registration/Information Desk in case they are needed. Your Session Chair will be pleased to assist you in requesting that one of these back-ups be brought to the presentation room should the need arise. We encourage you to send us your file even if you intend to make minor edits later; a slightly outdated extra back-up is better than nothing!

Please note also that we are assuming presenters will use the **computers available at VIU**. Particularly if there are other talks following yours in the same session, it would be preferable for you to use a VIU computer instead of a personal laptop to reduce the amount of set-up time between talks. *If you need to use your own laptop, please be sure to **bring your own adapter**.*

On the day of the conference, please be sure to save your presentation onto the desktop of the computer in the room where you will be presenting *before* the session starts.

- **Morning presenters** can do this during registration (7:30-8:30am), or, immediately after the morning plenary (9:45-10:00am).
- For **afternoon presenters**, the best time to save your presentation onto the room’s computer would be during registration (7:30-8:30am), lunch (12:15-1:15pm), or the poster session (1:15-2:15pm).

Immediately before your presentation, please try to arrive at your assigned room **10 minutes before the session** is scheduled to begin. During that time, you may wish to...

- Find out from the Session Chair where s/he will be sitting so that you will know where to look for indications of the amount of time remaining.
- Inform the Session Chair of any preferences you might have regarding how you would like to be introduced (e.g., with or without your professional title).
- Double-check that your presentation is available on the desktop of the computer.
- Give any handouts to the Session Chair so that s/he can assist you in distributing them.

During your presentation, the Session Chair will use time cards to indicate the number of minutes remaining. In fairness to other presenters and conference attendees who may wish to attend a presentation in a different room after yours, please respect the stated time limit.

- **Paper presentations** are allotted *20 minutes*, followed by 10 minutes of Q&A. You will be notified when there are 10, 5, and 1 minute(s) remaining in your presentation. Then, you will be notified when to STOP so that the Q&A can begin.
- **Practice-oriented sessions** are allotted *45 minutes*, followed by 15 minutes of Q&A. You will be notified when there are 20, 10, 5, and 1 minute(s) remaining in your session. Then, you will be notified when to STOP so that the Q&A can begin.
- **Interactive workshops** are allotted *1 hour and 50 minutes* in total, with the suggestion that the last 15 minutes be devoted to Q&A. Your Session Chair will have timecards showing 20, 10, 5, 3, and 1 minutes(s) remaining. Please coordinate with him/her regarding how and when you would like to be notified of the amount of time remaining – whether leading up to the recommended Q&A time or leading up to the closing of the session.

You are welcome to moderate the Q&A period yourself, giving the floor to audience members. The Session Chair will indicate when there is time left for only 1 more question.

As a reminder, presenters are welcome to submit manuscripts to be considered for publication in the **Conference Proceedings**. The deadline for this is **July 6, 2015**. If you are interested in this opportunity, please email Kevin Martin (Associate Dean of VIU's School of Education) at [kevin@viu.edu](mailto:kevin@viu.edu).

*We are very much looking forward to your sharing of knowledge and expertise!*

*Thank you once again for your contribution!*