



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.*

In planning for the conference, please note that you may not be able to access tools such as Google Drive or Dropbox at VIU. Accordingly, in addition to bringing your presentation on a **USB drive**, we recommend having a **back-up**, such as an extra USB drive or a copy emailed to yourself.

As a further measure, we encourage you to **upload your presentation** in advance on the following website: <http://www.viu.edu/sed/about-school-of-education/cllc.html/?id=1625>. Please label the file with the first author's name so that it will be easy to identify.

We will save all presentations received by **3pm on April 10** (the day before the conference) on **master USB drives**, which we will keep at the Information Desks in Pender and Commonwealth 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 We encourage you to send us your file even if you intend to make minor edits later; a slightly outdated extra back-up is better than nothing!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 between 9:45-10:00am, immediately after the morning plenary. Please note, however, that the plenary will be held in Waples until 9:45am, and the concurrent sessions will be held across campus in the Pender and Commonwealth buildings starting at 10:00am, meaning that the timing will be a bit tight. Should you wish to load your presentation earlier, conference volunteers will be available in all 3 buildings from 7:30-8:30am to help you find your presentation room before the morning plenary begins at 8:45am.
- For **afternoon presenters**, the best time to save your presentation onto the room's computer would be during the poster session/lunch (12:15-2:15pm).

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 5 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.
- **Workshops** 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 workshop. Then, you will be notified when to STOP so that the Q&A can begin.

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

As a reminder, paper presenters are welcome to submit manuscripts to be considered for publication in the **Conference Proceedings**. The deadline for this is **May 23, 2014**. If you are interested in this opportunity, please email Kevin Martin (Director of VIU's School of Education) at kevin@viu.edu.

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

Thank you once again for your contribution!