



## **SOUTHWESTERN HISTORICAL ASSOCIATION**

### **EXPECTATIONS FOR CONFERENCE PARTICIPANTS**

#### **PANEL CHAIR**

Arrive in the session room on time

Be sure the session starts and ends on time

Contact panel members with clear information on deadline for paper submission, time allowed for presentation, and any other pertinent information

Introduce presenters – name, paper title, brief bio

Keep presenters on time schedule (roughly 20 minutes for three person panels)

Be sure presenters have a/v equipment (if requested)

Contact the General Program Chair or Area Coordinator if you can not attend the conference

Register for the conference

#### **DISCUSSANT**

Arrive in the session room on time

Fulfill your responsibility to have read the papers and have prepared remarks ready

Limit your criticism to constructive criticism

Contact panel chair if you can not attend the conference

Register for the conference

## **PRESENTERS**

Meet the deadline for paper proposal submissions (paper proposal submission form and c.v.)

Get your papers to the chair and discussant by the deadline (at least two weeks prior to the conference)

Arrive in the session room on time

Make sure your paper does not exceed your time limit (roughly 20 minutes for three person panels)

Contact chair and discussant if you can not attend the conference

Register for the conference