

## SECAC GUIDELINES FOR PRESENTERS

**Dear Presenter,**

Congratulations! Your presentation has been selected by a session chair for inclusion in the SECAC Conference. This is an exciting opportunity to share your research, creative practice, and/or line of inquiry with your academic peers and colleagues. Regardless of whether you are a long-time member or a first-time presenter, please review the following Guidelines for Presenters thoroughly as part of your preparation for the Conference.

### **YOUR ROLE**

As a session presenter, your primary role is to present your research. You will come to the conference prepared with your polished, practiced presentation for your session. All presentations must be given in person; virtual presentations are not available unless required for health reasons, and virtual presenters must be fully registered for the conference. Sessions will not be broadcast or recorded.

As a session presenter, you are also responsible for clear and responsive communication with your session chair and SECAC staff (see the section below on Communication).

#### **Are you a first-time presenter?**

Please visit the FAQ section of our website under the conference tab. You will find helpful information and a short video about what to expect at the SECAC conference.

<https://secacart.org/page/FAQ>

### **YOUR CHAIR'S ROLE**

The session chair (and co-chair/s, if applicable) is responsible for organizing your session and communicating with SECAC staff about your specific needs. Your chair(s) will reach out to you about technology needs and scheduling requests and will relay that information to the SECAC academic director. Please note that all scheduling and technology requests must come through the session chair(s).

### **COMMUNICATION**

Over the course of the Spring, Summer, and early Fall, you will be in communication with your session chair and SECAC staff about your session and presentation. SECAC conference business is typically conducted via email; please respond promptly to any correspondence you receive from your session chair or the SECAC administrator. Your membership must be current to ensure that you receive conference-related notices and reminders.

**As a special note:** university security protocols often corral our emails. Please ask your IT department to add Rebecca Parker, SECAC administrator, [rparker@secacart.org](mailto:rparker@secacart.org), and conference director, Tracy Stonestreet, [secacdiretor@umw.edu](mailto:secacdiretor@umw.edu), to your safe list.

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### SECAC MEMBERSHIP & CONFERENCE REGISTRATION

All session chairs and presenters must be current SECAC members to participate in the conference. You can join SECAC or renew your membership online at: <https://secacart.org/page/MembershipInfo>. Dues are \$100 for individuals, \$50 for adjunct and independent members, \$45 for retired members, and \$35 for students.

Online conference registration will be available on the SECAC website starting in August. There are three levels of registration—early, regular, and onsite—for each membership tier. Payment can be made by check or credit card. Paper registration forms will not be available.

**Early Registration, Early August – Mid-September (dates and conference rates on the SECAC website)**

**Regular Registration, Mid-September – Mid-October (dates and conference rates on the SECAC website)**

**On-Site Registration, October Conference Dates (dates and conference rates on the SECAC website)**

**Do you need help convincing your supervisor to support your attendance at the SECAC Conference? Here is the link to our editable template for our supervisor's letter.**

<https://rb.gy/0k8unq>

### SECAC POLICY FOR CONFERENCE PARTICIPANTS

Your most important responsibility as a presenter is to come prepared to present your paper at your appointed session. Please also note that:

- > The annual SECAC conference is for the professional benefit of its membership. Conference costs are met only through registration fees and SECAC membership. Conference registration is non-refundable.
- > Participants may give no more than one paper or be on one panel and may chair no more than one session.
- > It is your responsibility to clearly communicate with your session chair on any attendance limitations, scheduling requirements, or accommodations.
- > Once notified that your presentation has been accepted for the SECAC conference, please plan accordingly for conference and travel costs, which include conference registration, lodging, meals, travel, and SECAC membership. If you are unable to attend the conference for any reason, please notify your chair and the Conference Director immediately.

If you are a graduate student whose institution is more than 200 miles from the conference location, you may apply for the Gulnar Bosch Travel Award at <https://secacart.org/page/BoschTravel>.

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### **Media Policy**

If you have equipment and AV needs, you must communicate these to your session chair no later than the end of May of that conference year. All requests will be granted where possible and feasible; please note, though, that some special requests may not be granted due to budgetary constraints. Participants must provide their own laptops, USBs, power cables, and adaptors; often, these are shared among presenters in a session, and your chair should discuss the plan for these elements with the group. WIFI is not available in the conference meeting area.

### **Session Scheduling**

Your session chair will inform you of your session day and time. If your session chair has not contacted you within 30 days after confirming you have been accepted, please reach out to the SECAC administrator for assistance.

SECAC sessions are typically 105 minutes (i.e., an hour and 45 minutes) long, and presentation lengths typically range from 15 to 20 minutes. This allows time for introduction, movement of speakers to and from the podium, and a discussion period following the papers. Session formats might thus take various shapes; for example:

- 4 speakers @20 min. each: leaves 25 minutes for introduction, transitions, Q&A
- 4 speakers @18 min. each: leaves 33 minutes for introduction, transitions, Q&A
- 5 speakers @17 min. each: leaves 20 minutes for introduction, transitions, Q&A
- 5 speakers @15 min. each: leaves 30 minutes for introduction, transitions, Q&A

For specific tips about writing and giving a paper, see "Crimes and Misdemeanors," viewable here [https://cdn.ymaws.com/secacart.org/resource/resmgr/docs/crimes\\_and\\_misdemeanors.pdf](https://cdn.ymaws.com/secacart.org/resource/resmgr/docs/crimes_and_misdemeanors.pdf).

### **FALL COMMUNICATION**

As the conference approaches, you may be asked for a brief bio to use as an introduction from your session chair. Please have a bio prepared in advance of this request. Your session chair should also have a logistical plan: on whose laptop will the presentations be loaded, how will you exchange files, and when will you test each presentation to be certain that it opens on the laptop on which it will be presented?

### **AT THE CONFERENCE**

Many session chairs like to set up a time during the conference for presenters to get together in advance of the session time. An informal meeting can alleviate many questions and avert unexpected difficulties. Presenters have common interests, so seeking time to get acquainted makes professional sense.

It is imperative that your session begins and concludes on time. Please arrive early at your allotted space. It is inappropriate for a presenter to take more than their allotted time. Practice

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your presentation in advance, so that you stay within your time limit. Please hold all questions until the end of the session.

If you have a discussion that extends beyond the end time of your session, we ask that you continue your discussion out of the breakout room, so that the next session may start on time.

Thank you for your willingness to serve as a presenter. We look forward to hosting a pleasant and energetic conference, and we couldn't do it without your help.

And, again, if you have any questions or concerns, feel free to reach out to:

**SECAC Academic Conference Director–  
Tracy Stonestreet, [SECACdirector@umw.edu](mailto:SECACdirector@umw.edu)**

**SECAC Administrator –  
Rebecca Parker, [rparker@secacart.org](mailto:rparker@secacart.org)**