

Subject: SEM 2019 Annual Meeting: Important Information for Chairs and Presenters

Dear Session Chair:

Thank you for agreeing to serve as a chair for a session at the [Society for Ethnomusicology 2019 Annual Meeting](#) in Bloomington. The meeting will be held on November 7-10 at the Indiana Memorial Union on the Indiana University campus. To help you prepare for your session, please review the guidelines below.

This message is being sent only to session chairs—please share it with all other participants in your session as soon as possible.

If you have not done so already, contact the presenters in your session to obtain the information needed to introduce each person and to confirm the timing of presentations as specified in the program guidelines and schedule. To locate your session, review the program at https://www.ethnomusicology.org/page/Conf_2019_Program.

You can find the e-mail addresses of your session participants in the Member Directory on the [SEM website](#). Note that you must log in to the website to use the directory.

Please carefully review (and ask your presenters to review) both the Program Session Guidelines and the Accessibility Guidelines below.

Thank you again for your participation in SEM 2019. Your efforts are essential to the productive exchange and smooth operation of our program.

Sincerely,

Henry Spiller, Chair
SEM 2019 Program Committee
Email: sem2019bloomington@gmail.com
Text/WhatsApp: +1-740-398-0716

Program Session Guidelines

Confirmation of Session Day/Time: Please check your session's time, place, and participants with the most recent [program information](#) posted on the conference website.

Bios: Chairs should obtain very short bios from all presenters and discussants for the purpose of introductions.

Tech: All presentation rooms will have a Windows laptop (with USB port), LCD projector, and audio system. Given the differing needs of audience members, be sure to use the microphone, even in a small room. Mac users who plan to use the provided laptop should convert their files to a Windows-compatible format in advance. MAC users who plan to use their own laptop should bring an HDMI adaptor cable. Though IU Guest Wi-Fi should be available in meeting rooms, presenters are strongly encouraged to bring copies of their presentation files on a travel drive.

Session Timing: Please arrive early for your session so that all presentations can be set up in advance, thus minimizing setup time between presentations.

In order to maintain the overall schedule for the conference, papers must occupy their designated time slots in the program and be limited to 20 minutes of presentation, followed by 10 minutes of discussion. (Panel discussants and roundtable presenters usually adhere to a time limit of 10 minutes.) If a presenter cancels or does not show up, a chair should simply extend discussion or suspend the session until the time assigned to the next presenter, maintaining the printed schedule for the session.

Panelists may provide chairs with copies of their papers and/or inform chairs about paper length. Chairs may use warning signals, typically a card or slip of paper indicating “5-minutes” and “1-minute” to alert presenters to the time remaining. If necessary, chairs should intervene to bring an excessively long presentation to a close.

Proxy Readers: SEM policy prohibits proxy readers or any type of off-site electronic presentation. Notify the Program Committee Chair if a presenter is absent or if someone attempts to deliver a proxy reading. (Please note that, with advance arrangements, SEM waives this rule for presenters facing U.S. visa restrictions.)

Speaker Prep Room: The Speaker Prep room for the conference is the Charter Room, in the Tree Suites area on the Main Level of the IMU. All presenters are encouraged to visit this preparation room in order to gain familiarity with the AV equipment.

Assistance During the Meeting: Should you need technical assistance (AV) during the meeting, please consult the information on the tech contact card on the presentation lectern.

Should you need to contact the Program Chair during the meeting, send an email to sem2019bloomington@gmail.com.

Accessibility Guidelines

Presenters at the SEM Annual Meeting are requested to follow the below guidelines for increasing the accessibility of their presentations.

Conference Program Session Rooms (IMU). Attendees should ensure that all aisles and spaces surrounding presenter tables/lecterns remain free from obstructions that would hinder mobility.

Microphones. All program session rooms are equipped with audio amplification systems. Presenters must use the microphones provided, regardless of the size of the room or the size of the audience. Presenters who might prefer to eschew a microphone should keep in mind that some hearing-challenged audience members might not be able to understand them without sound reinforcement, no matter how loud and clear they are.

Visual and Aural Communication. In order to accommodate attendees with a range of visual, aural, and language abilities, presenters should describe visual material (slides, photographs, videos) and summarize foreign-language content in audio/video recordings. If possible, include captions for speech and song in audio/video recordings.

Graphics in Presentation Slides. In order to accommodate attendees with a range of visual abilities, presenters should use a high contrast color scheme to heighten the definition of text from the slide background and should use a sans-serif font (such as Arial) in a large point size.

Hard Copies of Papers or Outlines. In order to accommodate attendees who prefer visual communication, presenters are encouraged to bring to their session a few hard copies of their papers or paper outlines in large print (at least 16 point).