

## **Association for the Study of the Cuban Economy (ASCE)**

### **Guidelines for Conference Participation by Session Chairs, Presenters, and Discussants**

*Note: ASCE requires that all annual conference participants, including session chairs, presenters, and discussants, register for the event. See registration materials and logistical information on the conference at <http://www.ascecuba.org/conferences/2017-asce-conference/>*

#### **Session Chairs**

##### ***Prior to the Session***

1. Make contact via email with paper presenters and discussants in your session as soon as possible. During the conference, look up any of the participants you do not know personally and introduce yourself.
2. Remind paper presenters and discussants to provide you with short bios for introductions. Also request cell phone numbers or other forms of communications should there be a need to make any last minute changes.
3. Remind paper presenters of their responsibilities to send their paper to discussants and to you at least one week before the conference.
4. About one week before the conference, check in with paper presenters and discussants to ensure they will be attending, that papers have been prepared and sent, and so on.
5. Ask everyone to send you by email any power point presentations they plan to use and load them onto your laptop to use at the conference. If you do not have a laptop to bring, identify someone in your session with this capability and have that person collect the presentations to have them ready for the session. Bring them on a USB drive as a back-up. Prior to your session (ideally during a prior coffee break) ask the audiovisual staff to check the computer to make sure that it interfaces with the projection equipment.
6. Ask participants to arrive at the session 15 minutes ahead of time. Encourage them to check their presentation on the designated laptop prior to the session.

##### ***Managing the Session***

7. The main responsibility of the session Chair is to allocate and enforce time limits so that presenters and discussants can make their contributions and still allow 20-30 minutes for audience questions and participation. While the precise time allocations are left up to the discretion of the Chair (it will depend on number of presenters and discussants), a rule of thumb is that presentations should be allocated 12-15 minutes (even if there is more than one author) and discussants will have 5 minutes (or slightly longer if they are discussing more than one paper). The Chair is encouraged to use the technique of informing presenters, during their presentation, how much time is left, so they may adjust their presentation, if needed. For papers with multiple authors, it is recommended that only one of the authors presents in order to make the best use of the time.

8. We discourage session Chairs from making lengthy introductions of the topic of the session, as time is very limited. The Chair should, however, indicate the names of the presentations and presenters, the discussants, and the time that will be allocated to each of the participants and the time that will be allowed for audience Q&A. At the discretion of the Chair, presenters can be introduced together at the start of the session or before each presentation.

9. The Chair should ask all in attendance to turn off their cell phones or ringers to avoid disruptions.

### ***Q&A***

10. In conducting the Q&A part of the session, the Chair should request that individuals asking questions identify themselves and focus on questions for the participants rather than opinions they might hold. The objective is to take as many questions as possible from the floor while keeping to the session time limit.

11. Close the session on time, thank participants and audience. It is critical to be timely with respect to the start and close of the sessions, as there are other sessions or events scheduled for the rooms.

### **Paper Presenters**

1. Send a three-to-four sentence bio to the session Chair in advance of the meeting. This information will be used by the Chair to introduce you and your paper.

2. Send an electronic version of your paper to the session Chair and the discussants at least one week in advance of the meeting. As a courtesy, you may also want to send it to the other participants in the session.

3. Prepare a summary of your paper for presentation that can be delivered ***in 12-15 minutes at most***. Session Chairs have been instructed to enforce time limits strictly and cut off presentations that exceed this time limit in order to give all participants and the audience an opportunity to participate.

4. You may prepare a power point presentation of your paper. If so, please bring your laptop and your presentation on a USB memory drive. ASCE will have power point projectors available, but laptops have to be provided by the individual presenters or coordinated through the session chair. Ideally one laptop will be used for the session where all presentations will be loaded prior to the session. If you plan to have any audiovisuals for your presentation, you should arrive at your session during the prior coffee break (at least 15 minutes early) to test the equipment and resolve any compatibility issues.

5. After the session, you may revise your paper taking into consideration comments from discussants and the audience.

6. If you wish to submit your paper for consideration for publication in *Cuba in Transition*, the papers and proceedings of the annual meetings of the Association, you must submit the final draft electronically ***by September 15*** to [jperezlopez@cox.net](mailto:jperezlopez@cox.net). Papers can be either in English or Spanish. Total length (including tables, diagrams, footnotes, bibliography) is limited to 25 double-spaced pages, Times New Roman font 12.

7. More specific guidelines for preparing papers for publication are available separately at [www.ascecuba.org](http://www.ascecuba.org) (go to the section on the conference) or may be obtained from [jperezlopez@cox.net](mailto:jperezlopez@cox.net).

## **Discussants**

1. Read the paper or papers assigned and make comments that clarify and make suggestions to the presenters on how to improve/extend the analysis.
2. In general, comments are not published in the proceedings volume because of space reasons. In instances when the commentary brings to the fore issues that complement those in the paper, they may be considered for publication.
3. Very specific comments --closer to edits or suggestions on word choice-- are best handled directly with the author outside of the session so that valuable discussion time is not used for this.
4. Be prepared to receive the paper later than has been requested by the organizers and be flexible in handling this situation.