



Colloquia Session Instructions

There are two colloquium formats: **one-hour colloquia** containing three 10-minute thematically linked papers, and **two-hour colloquia** in which the papers and time allotments have been determined by the colloquia organizer. **There is a session chair for one-hour colloquia only.**

- Please start and end your session on time. It is important to stay with the schedule to allow attendees to move between sessions, and to allow sufficient time for the next presenters to set up for their talk.
- Presenters in all colloquia announce their own session and paper titles, and introduce themselves.
- In **one-hour colloquia**, each 10-minute paper is presented in succession, followed by a 25-minute question/discussion period. **The session chair will monitor the time**, to ensure that this format is respected. The three sets of presenters manage the question/discussion period.
- In **two-hour colloquia**, the colloquia organizers are responsible for monitoring the time of each presentation, ensuring that **sufficient time is provided for questions and discussion with the audience**, and ending the session on time.
- Signs for keeping time are provided in each room, reading “5 minutes,” “2 minutes,” “1 minute,” and “stop”.
- AAAL will be providing an LCD Projector, Screen, VGA/HDMI Cables as well as sound to run audio in each room. Microphones will not be provided in the smaller conference rooms. No audio/visual equipment will be provided in roundtable or poster sessions. **You will be responsible for providing a laptop and the necessary dongle / adaptor to connect your laptop to the projector. We cannot stress enough that you remember to pack these for your presentation.** Should you forget, our Audiovisual provider may be able to provide a limited number of connectors on a case-by-case basis for a fee.
- WiFi will be available for attendees at the conference venue (**Connecting to WIFI:** (1) Open your network and sharing center; (2) Connect to **Sheraton-Meeting Room**; (3) Open a new browser (IE, Chrome, Firefox); (4) Enter **AAAL2020** and click connect; (5) Once Sheraton page loads then you are connected to the internet.) This will be a dedicated network specifically for AAAL attendees; however, you will be sharing the Internet with all other attendees. While the hotel has dedicated sufficient bandwidth for general Internet surfing and email, you may experience delays at some points during the day, particularly if you are streaming. Accordingly, AAAL stresses to all presenters who are planning on using the Internet during presentations that service may not be reliable and you should have a backup plan for your presentation.
- Audio Visual will be checking in on all of the breakout rooms throughout the day. Should you need any technical or internet support in a conference room, please feel free to pick up any house phone and ask for an AV tech. Someone from AV will respond and assist you promptly.

For problems or questions:

Go to any house phone and ask for an PSAV. Make sure you tell them what room your session is in.

**PLEASE LEAVE THESE SHEETS IN THE MEETING ROOM
FOR THE NEXT SESSION**

5

minutes

2

minutes

1

minute

STOP