# Individual Paper Session Instructions

There are no designated session chairs for paper sessions this year. When the presentation time comes, each presenter should know the following:

- Presenters announce their own session title.
- Presenter introduces themselves very briefly and starts their presentation.
- Each presentation is 20 minutes long, followed by 10 minutes for questions.
- Presenters within a session are responsible for helping each other keep time during the talk and question period.
- Signs are provided in each room reading "5 minutes," "2 minutes," "1 minute," and "stop" to use in keeping time.
- 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 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