

**Engagement Scholarship Consortium**

**2013 Conference**

October 6 – October 9, 2013

Texas Tech University

**Responsibilities of Concurrent Session Conveners**

*Tasks, Tips, and Information for Convening a Successful Concurrent Session*

**1. Familiarize Yourself with the Format of the Session You Are Convening**

To understand how your session should unfold, please review the description of the format below.

**Concurrent Sessions**

A session includes one or two presentations. If the session consists of two presentations, most are paired based on their similarity of topic in regards to research finding, practice, program or policy issue, etc. During the summer, the primary presenters of paired sessions were sent information about the other presentations in their session (names of presenters, descriptions of presentations, etc.), in order to inform them of the other talk. Sessions are scheduled for 60 minutes, 5 or 10 of which will be reserved for active discussion with members of the audience and to allow for interaction between presenters and attendees. Typically, presenters are given equal amounts of time to present, they present one after another, and the session concludes with the discussion portion. Other approaches are, however, permissible. For example, if presenters wish, they may organize their session (or a portion of it) as an active panel debate about a topic.

**2. Collect Your Convener Packet from the Registration Desk (Student Union Building/Allen Theatre Foyer)**

- When you arrive at the conference go to the registration desk to complete your registration.
- A packet will be provided to you containing information about your session(s), a checklist to keep you on track during the session, presenter evaluation forms, and cards you may use during your session(s) to cue presenters about the time and transitions.

**3. Prepare to Open the Session**

- Arrive at the room a few minutes before the start of the session.
- Introduce yourself to the presenters and note which are in attendance.
- Check on the pronunciation of presenter names for your introduction of them.
- If the presenters plan to use the room's projector, please ask them to load their files on the desktop of the provided laptop before the session begins, so as to allow for smooth transitions between presenters during the session.
- A conference staff person or student ambassador will also be present in the area should there be any tech support issues or other needs.

- If you are convening a session, remind the presenters that the session is 60 minutes long and that 5-10 minutes must be reserved for discussion with the audience.
- Work out how and when you will cue them (e.g., near the end of each presenter's talk, five minutes before the end of the session, whatever makes sense for you/them).
- Greet attendees and hand out presenter evaluation forms.

#### 4. Open the Session

- Welcome attendees to the session.
- Remind attendees of the name of the session (e.g., "Concurrent Session 4: Cultural Contexts for Community-Based Research").
- Introduce yourself (name, title, institutional or organizational affiliation).
- Remind the audience that you have provided them with presenter evaluation forms, that the presenters would really value their comments, and that you will collect them at the end of the session.
- Introduce the presenters then turn the floor over to the first speaker.

#### 5. Manage the Clock

- Each session is scheduled for 60 minutes.
- Cue the presenters per your earlier agreement with them.
- Ensure that there is enough time for interaction with the audience and that the session ends on time.

#### 6. Facilitate Audience Discussion (according to your session's format)

**Concurrent Sessions:** After the presenters have completed their talks, open up the floor to audience discussion with the presenters. Invite the audience to ask questions and offer comments. Be prepared to offer a question yourself, if needed, to prime the conversation. The presenters may also have questions they wish to ask of one another.

#### 7. Close the Session

- Thank the presenters.
- Ask the audience to take a minute to provide feedback about the session on the evaluation forms provided.
- Close the session on time.
- Collect the evaluations in the envelope provided and turn them in to the speaker preparation room (Student Union Building/Masked Rider).