

Dear ICLS presenters, session chairs and symposium organizers,

We have included below some further information on the format and setup of sessions and symposia. Please read the rest of this message thoroughly to understand the facilities available to presenters and what is expected of you.

1. Instructions for ICLS 2004 Session Chairs and Symposium Organizers

As a chair it is your responsibility to manage the session. Please arrive 5-10 minutes before the start at the session in the meeting room. Each paper session has an assigned ICLS student volunteer who will assist you and the presenters with the technical setup or any other needs. Once time has come please introduce yourself and open the session. You will introduce the name of the speaker(s), their university affiliation(s), and the title of their presentation. We have 90 minute sessions. Some sessions have three while others have four papers assigned. You will make sure that presenters of papers don't overstep their time limit and direct the flow of questions and answers. While you are not expected to provide biographical details of the presenters or prepare a discussion, you are free to add comments or ask questions yourself.

- For sessions with 3 papers, we recommend that each presenter gets about 20 minute presentation time followed by 5 minutes of questions about the paper. During this time, the next presenters can prepare their setup. This leaves about 15 minutes at the end for a general discussion.
- For sessions with 4 papers, we recommend that each presenter gets about 15 minute presentation time followed by 5 minutes of questions about the paper. During this time, the next presenters can prepare their setup. This leaves about 15 minutes at the end for a general discussion.

These recommendations are meant to be general guidelines. You can find more information about the AV setup in each meeting room by consulting the ICLS conference website <http://www.gseis.ucla.edu/~icls/>

2. Instructions for ICLS 2004 Symposium Organizers

As symposium organizer it is your responsibility to manage the session and assume the responsibilities outlined above. Each symposium session has an assigned ICLS student volunteer who will assist you and the presenters with the technical setup or any other needs. We suggest that you get in touch with your invited presenters and discuss with them the specific sequence, introductions, duration and other aspects of the symposium. We also suggest that symposium presenters and discussant get directly in touch with their symposium organizers with any questions they might have about the format or any other issue.

These recommendations are meant to be general guidelines. You can find more information about the AV setup in each meeting room by consulting the ICLS conference website <http://www.gseis.ucla.edu/~icls/>

Instructions for ICLS 2004 Presenters of Papers and Posters

Paper Presentations: The best way to prepare your paper presentation is to save them on a CD-ROM or a flash drive. You can then upload presentations before sessions. We will have iBook (Macintosh) computers with CD-ROM drives and LCD projectors set up in each meeting room. You can also bring them on your own computer and hook your computer to the LCD projector; make sure you will have all necessary connecting cables with you. We can also provide overhead projectors for those who want to bring transparencies.

- For sessions with 3 papers, we recommend that you prepare a 20 minute presentation time followed by 5 minutes of questions by the audience. There will be about 15 minutes left at the end for a general discussion.
- For sessions with 4 papers, we recommend that you prepare a 15 minute presentation time followed by 5 minutes of questions by the audience. There will be about 15 minutes left at the end for a general discussion.

There will be no live Internet access unless you make arrangements with the hotel and pay for it (about \$300 per hook up). You can find more information about the AV setup in each meeting room by consulting the ICLS conference website <http://www.gseis.ucla.edu/~icls/>

Poster Presentations: The best way to prepare your poster slides is to print them out and bring them to the conference. Bring with you a roll of Scotch tape or some other kind of glue. We will provide you with poster boards at the registration desk on Wednesday so you have time to prepare your poster layout ahead of time. There will be little time before the poster session as the hotel employees have to move chairs and tables during the break. The poster board will be standing on a table so there is room for handouts and computer displays; just make sure that the batteries are loaded. You can find more information about the poster measures etc. by consulting the ICLS conference website <http://www.gseis.ucla.edu/~icls/>

If you have any further questions, please do not hesitate to contact us under icls2004@gseis.ucla.edu.

We are looking forward to seeing you in Los Angeles!

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Bill Sandoval