MAPOR 2017: GUIDELINES FOR PRESENTERS, MODERATORS AND DISCUSSANTS

MAPOR is grateful to everyone who will be participating in this year's conference, including those presenting research during poster or paper sessions and those serving as moderators and discussants. Observing the guidelines below will help ensure a beneficial experience for all.

Guidelines for the Poster Session

Plan on setting up early—the poster boards will be available for you to prepare them beginning 45 minutes before the start of the poster session. Authors should stand by their posters during the session and be prepared to give brief summaries of their research and to answer any questions.

You will have a white, 39" x 33" rigid foam board on which to display information regarding your project as you see fit. The preferred method of presenting a poster is to provide the information on a single, integrated poster-size sheet. It is also possible, though, to print your information on a series of smaller, more portable sheets and affix them in an aesthetically pleasing arrangement on the poster board. In either case, your poster should display brief highlights of each of the following:

• Title of presentation, author(s), and affiliation(s)
• Statement of problem/hypotheses
• Explanation of design and methodology
• Results
• Conclusions, recommendations, or implications

Although it may be possible during the session to discuss your project at length, most people will be attempting to get an overview of multiple papers being presented in the session. So you will want to prepare a quick (1-2 minute) oral summary of the paper for those who have limited time. In your attempts to plan an attention-getting and informative design, keep the following suggestions in mind:

• Avoid presenting tables with many cells.
• Present a small number of important facts on any single sheet.
• Use large type (font) for your displays, and avoid using handwritten material.
• Identify the 3 most important ideas you want to convey, and concentrate on those.

We highly recommend that you have copies of your paper or a "fact sheet" from the poster on hand to give to interested visitors. We will provide adhesive and push pins

that you can use to mount your materials. If you prefer, you may bring some other means of affixing your materials to the poster board.

To get more advice on how to design an effective poster presentation, visit: https://projects.ncsu.edu/project/posters/

Guidelines for Paper Sessions

Paper submission
Discussants should indicate the deadline, if any, for the full paper submission (for additional information, please see Discussants' Responsibilities section on Page 3). The author(s) of papers that are missing by the provided deadline should be contacted by the discussant and asked for the copy of the paper so that the discussant will have adequate time to read and consider the paper. The discussants are not obligated to comment on papers that they receive at the last minute or not at all.

Time Constraints
All paper sessions will be 90 minutes long. Each paper will have 60 minutes divided by the number of participants. The discussant will have 10-15 minutes to expose his or her commentary, and the rest of the time should be allotted for questions from the floor at the end of each session. Presenters may take less time, but all presenters should be offered an equal amount of time.

Audio-Visual Equipment
Every presentation room will have an overhead projector; a laptop computer equipped with Microsoft PowerPoint and a USB port; an LCD projector; a projection screen; and a lectern. Presenters who wish to use PowerPoint and the LCD projector should bring their presentation on a flash drive or CD- ROM to the Session Room as far in advance as possible and load the presentation onto the laptop. The presentation should be given a unique, easily findable file name. To avoid delays, we ask that presenters be in the presentation room right after the very end of the prior session. We request that you prepare your slides using MS PowerPoint 2007-2013 or later to assure they function properly with the presentation computer. Please load your presentation file onto the desktop of session room's computer as far in advance as possible and test the presentation to ensure that it displays properly.

Moderators' Responsibilities
Moderators introduce the session, each paper, and the discussant. They also moderate the question-and-answer period. However, the moderator's most important responsibility is to keep the session running on schedule. Please be ruthless in timing each presentation and don't let it go past its allotted time. It is unfair to those presenting later in the session to shorten their talk because earlier presenters have gone over their

allotted time. Placards will be provided at the front of each session room containing "5 minutes", "1 minute" and "STOP" signs. We advise that moderators sit in the front of the room so that each presenter will see the signs they hold up.

It is also helpful for moderators to check the AV equipment before the session to ensure that it is working properly. If there is a problem, alert the Conference Chair or someone at the MAPOR registration table. Also, please check to ensure that presenters planning to use PowerPoint have loaded their presentations onto the room's computer. It also can be helpful to open each presentation and minimize all but the first one. When the first presenter has finished, it is fairly for the next presentation to be located and maximized.

Discussants' Responsibilities
Starting last year, we are trying a new format for discussants along with the traditional format. Discussants need to choose which format they will be using and communicate that to their session participants.

Format 1: This is the traditional format. During their 10-15 minute talk, discussants will be responsible for integrating the points made by the presenters (to the extent possible) and offering interesting observations about the implications of the work. Discussants also can offer constructive suggestions about issues to be addressed in further research or propose other perspectives for viewing the presenters' findings or arguments. Please do not spend your time simply repeating or reviewing what the authors said in their presentations. This format requires having the full papers by a given deadline, usually 1-2 weeks before the conference.

Format 2: This is a new format. Discussants do not need to receive the papers and all the commentary is based on the presentation. Discussant should offer a 10-15 minute talk about how the studies complement each other and what areas remain open for future research. The discussant using this format could also engage the audience toward common results, limitations or novelties given the papers. It probably is best if the discussant using format 2 is an expert in the field of the studies being presented.

Advice for presenters
If you plan to use PowerPoint, please load your presentation file onto the session room's computer as far in advance as possible and test the presentation to ensure that it displays properly. Give the presentation file a unique filename (with your name) that you will be able to find easily when the time comes.

At the suggestion of former AAPOR President Mark Schulman, below are some (sometimes humorous but always wise) suggestions about how to prepare a good oral presentation for a conference:

Do not read your paper. Speak from notes, not a full written-out text of your paper.

Presentations are so short that only the most important results of your work can be communicated. Identify the three to five most important ideas you want to convey, and concentrate on those.

Use audio-visual aids when appropriate, but keep the following in mind:
- Avoid presenting tables with many cells.
- Make your print BIG: the overhead/slide must be read by people as far away as 50 feet from the screen. A very common mistake is to display tables directly from your paper without simplifying them. Plan on using a larger font so people beyond the first few rows can see it.
- Present just a few important facts on each slide.
- If you want to distribute handouts, bring at least 25 copies. Handouts are useful because they allow audience members to carry away your key points.

Keep to the time allotted to you in the session guidelines. Rehearse your oral presentation to get a realistic sense of its timing. When you run over, another panelist loses time for his or her presentation, or discussion is curtailed.

Watch for a signal from the moderator that your allotted time is getting short or has been used up. If the latter happens, wrap up your presentation immediately.

Below is a generic conference talk outline developed by Mark D. Hill of the Computer Sciences Department at the University of Wisconsin-Madison in April 1992 and revised in January 1997. According to Hill, the outline is a starting point, not a rigid template. Most good speakers average two minutes per slide (not counting title and outline slides), and thus use about a dozen slides for a 20-minute presentation.

Title/author/affiliation (1 slide).

Forecast (1 slide). Give gist of problem attacked and insight found. What is the one idea you want people to leave with? This is the "abstract" of an oral presentation.

Outline (1 slide). Give talk structure. Some speakers prefer to put this at the bottom of their title slide. Audiences like predictability.

Motivation and Problem Statement (1-2 slides). Why should anyone care? Most researchers overestimate how much the audience knows about the problem they are attacking.

Related Work (0-1 slides). Cover superficially or omit; refer people to your paper.

Methods (1 slide). Cover quickly in short talks; refer people to your paper.

Results (4-6 slides). Present key results and key insights. This is main body of the talk. Its internal structure varies greatly as a function of the researcher's contribution. Do not superficially cover all results; cover key results well. Do not just present numbers; interpret them to give insights. Do not put up large tables of numbers.

Summary (1 slide). Future Work (0-1 slides). Optionally, give problems this research opens up.

Backup Slides (0-3 slides). Optionally, have a few slides ready (not counted in your talk total) to answer expected questions. Likely question areas: ideas glossed over, shortcomings of methods or results, and future work.

Adapted from "Presentation Guidelines for AAPOR Conferences" www.aapor.org

Slides and Papers Post-Conference

MAPOR will be posting conference slides and papers online (optional to authors). You can submit your slides and/or papers by **December 5 to abstracts@mapor.org.** Please submit both documents in Adobe Acrobat (.pdf) format and limit your files to 1MB in size. Papers will not be reviewed or edited, so materials will be posted "as is."