

The 23rd Annual Conference of the English and American Literature Association

“Secrets”

Presenter Guidelines

1. Time Management
 - a. Each presenter in a session is allotted 15 minutes.
 - b. All moderators have 5 minutes to introduce the sessions and speeches.
 - c. The allotted time for open floor discussion and responses in each session is 25 minutes in total.
2. The bell will ring once when two minutes remain, twice when time is up, and three times every minute after the allotted time ends. If the speaker goes more than 2 minutes over the time limit, the moderator will interrupt to end the presentation.
3. During floor discussion, the moderator will ensure that each participant who wishes to comment may do so and that no comment lasts for more than 2 minutes.
4. Moderators may make adjustments to the allocation of time if needed.
5. If any presenter or moderator is in need of a projector, please arrive at the conference room 10 minutes before the session begins in order to test the equipment.

Note: Material presented at the Conference is the intellectual property of the presenter. No photography, recording or videotaping is allowed in any session.