

NCARE Annual Meeting and Conference

Information and Guidelines for Presenters

Important Information for Paper Presenters

Paper presentations are intended to report on completed scholarly and research work. Papers may be submitted for consideration for one of our paper awards and/or for publication in the *Journal of Applied Educational and Policy Research* (JAEPR) special issue of NCARE papers.

- Each session will be 60 minutes in length with 3 paper presentations per session.
- A moderator will introduce the papers at the beginning of the session and ensure timing of presentations and discussion.
- Your presentation should be no longer than 15 minutes. The session moderator will give you 5 additional minutes for questions at the end of your presentation.
- Equipment will be provided at the conference (laptop, projector, screen) and you should plan to bring your presentation on a flash drive (Wifi will also be available).

Important Information for Poster Presenters

Posters are a mechanism for scholars to engage in interactive discussion with other conference participants about a research project that has been completed or is in developing stages. The poster session allows conference participants with similar interests to interact by using the poster as a focal point.

- Posters will be displayed on a wall or easels (information will be sent directly to presenters detailing what is needed).
- Presenters are required to attend to their poster during the entire session (1 hour).
- Posters must be prepared to the following specifications:
 - Poster size should measure 24 inches x 36 inches
 - Poster should be printed in landscape orientation
- Poster contents should include:
 - A clear statement of the purpose or goals of the research
 - A brief summary of the theoretical or conceptual foundation
 - A brief description of the methodology proposed/used and the project findings (if applicable)
 - The theoretical and/or practical significance and implications of the (proposed) research
- If you would like a template (PPT format) please request from (ncareboard@gmail.com).

Important Information for Roundtable Presenters

Roundtable sessions are led by the presenters themselves. They should divide the time evenly and take turns explaining their work to others at the table. One benefit of roundtables' smaller audience is that presenters may choose to take questions during their presentations, save them for the end of each presentation, or save them for the end of all presentations at the table.

- Consider bringing handouts or a tablet to show highlights of your project. No AV equipment is provided to roundtables.
- At the start of the session, divide the allotted time among presenters.
- As a group, decide whether you'll handle questions during, between, or after presentations.
- While some presenters may describe completed research projects, others may be describing research proposals, datasets, or works in progress. As a group, take the opportunity to brainstorm possible next steps.
- Be sure each presenter gets adequate time to share their work.