

**For complete instructions:** <http://sccr.vancouver.wsu.edu/submissions.html>

### **Instructions for Session Organizers, Chairs, and Presenters**

Presentations are 15 minutes long. It is the responsibility of the Session Organizers and Chairs to keep presenters on schedule. Session Organizers are responsible for providing laptops with standard computer-digital projector connector ports (connecting cords are provided with projectors) or have adapters allowing that connection (Macintosh for instance). They should also arrange with presenters to load all presentations prior to the session, and coordinate presentations overall. They will announce the next presentation and author, start the presenter's Power Point program, show the presenter how to advance slides, and generally facilitate the session. For general sessions, a Chair has been selected by the Program Committee. Ideally, these Chairs will provide or be provided a laptop, load, and coordinate presentations, as above. Laptops will be available from the conference organizers if requested in advance of the meetings. Presenters are urged to meet with the Organizer-Chair in the symposium room 15-20 minutes before sessions begin to load programs on the laptop. This will keep the sessions on schedule and provide a very smooth, professional atmosphere as the session progresses.

### **Single Paper Submission Guidelines**

We encourage single paper submissions to facilitate the construction of multidisciplinary panels. Proposals for multidisciplinary panels are also welcome. Graduate and undergraduate students are especially encouraged to contribute papers or posters on their current research. There will be select prizes awarded for submissions from graduate students, undergraduate students, and early-career professionals (within 7 years of earning their PhD). Abstracts of no more than 300 words for single paper submissions and posters and, and multidisciplinary panel summaries of no more than 500 words, can be submitted via the conference website, [sccr.vancouver.wsu.edu](http://sccr.vancouver.wsu.edu). Please note that each presenter within a multidisciplinary panel must submit an abstract of no more than 300 words. Please note presentations should be a maximum of 15 minutes in length.

### **Annual Meeting Information**

#### **A/V Equipment**

SCCR will provide LCD projectors and screens for each meeting room at no charge. SCCR does NOT provide laptops, VGA adapters, or external speakers.

If anyone in your session is using PowerPoint, at least one participant will need to bring a laptop. It is important to condense all the PowerPoint presentations onto one CD or memory stick. This will save time changing disks between papers.

**\*\*\* Apple Mac users will need to bring their own VGA adaptors. There is no standard VGA adaptor for Mac laptops. VGA adaptors vary depending on the year and model of your Mac laptop. Therefore, you must purchase a Mac VGA**

**adaptor for your particular model and bring it with you to Portland. Some newer Windows-based laptops also have non-standard ports for LCD projectors and may require a VGA adaptor.\*\*\***

SCCR will provide microphones and speakers only if a meeting room is large enough to necessitate. Most meeting rooms do not require this equipment.

Video presenters must bring their own DVD capable laptop. SCCR will provide a projector and screen.