Symposium Session

If you are a Symposium Chair:

**Before the session**
- Notify your co-presenters of the proposal’s acceptance.
- Note that your total session is 90 minutes, so please determine timing for each segment and Q & A with this in mind.
- Plan use of the LCD projector. Hasten the transition between speakers by using a thumb drive to transfer all presentations to one computer before the session.
- Arrange early enough to test electronics (e.g., computer’s interface with LCD projector, PowerPoint, remote, etc.), but not so early that you interrupt the preceding session.
- Prepare cards to cue the speaker when 10 minutes, 5 minutes, 1 minute, and 0 minutes are remaining in allotted time. Discuss this process with the speaker.
- Prepare your remarks 😊

**During the session**
- Briefly welcome participants to the session and introduce self and other presenters.
- Keep time for speakers, holding timing cards where they can be seen.
- Reserve 5 to 10 minutes for Q & A.
- Moderate Q & A, nominating those who want to comment or query, and diplomatically cutting off any long-winded or inappropriate comments.
- Thank speakers and participants at the session’s end.

If you are presenting a paper at a Symposium:

**Before the session**
- Prepare your talk 😊, using time parameters discussed with session chair.
- Send a draft of your paper to the Discussant at least 1 month prior to the conference.
- Post your PowerPoint, abstract, or paper on the NRC website.
- Put presentation slides onto a thumb drive and transfer to one computer prior to the session.

**During the session**
- Deliver your talk, being sure to pace yourself so that you include all relevant information, and leaving time for the Discussant and questions, as determined by the session chair.

**After the session**
- Prepare your paper for submission to the *NRC Yearbook* or *NRC Journal of Literacy Research (JLR)*.

If you are the Discussant at a Symposium:

**Before the session**
- Prepare constructive remarks about each paper and across papers in the session 😊. Use papers forwarded to you by other presenters prior to the conference and time parameters discussed with session chair.

**During the session**
- Deliver your comments, leaving time for questions, as determined by the session chair.