

2024 PSA Presider Information

Thank you for volunteering to be a Presider at PSA 2024 and helping sessions to run smoothly!

Things to do ahead:

- Be sure you have paid your fees, and once you receive instructions, have accessed and looked around in the conference app (Whova). It will have the most updated information on all sessions. The web-based program, accessed via the link on the PSA website, is the next best source of updated session information.
- Be familiar with your session. Put it in your 'My Agenda' in the conference app. Know who is scheduled to present, how many papers/etc.
- Note that there is an **Organizer** listed for each session. For a topical area paper session, this is the person who did the work of looking over all the submissions and grouping them into sessions. This person may or may not attend the actual session. If they do attend, they may want to introduce the session, or facilitate Q&A, or something like that.
- Think ahead about time limits for papers. As a beginning, take the 90 minute session length, subtract 10 minutes for Q&A to leave 80 minutes, divide this by the number of papers—and that is the *maximum* time per paper. If the group anticipates or desires a lot of discussion, be sure to leave more time for this. And, at the actual session, you may need to adjust time limits if a presenter does not show up. Think ahead about how you will give time signals to presenters.
- After the session, **if there were any presenter no-shows** (for the whole paper, not coauthors), please email your session title and who was missing to admin@pacificsoc.org, or report using the session feedback form in the program app (Whova).
- Enjoy! PSA strives to be a welcoming and supportive place for people to present. Many students make their first 'professional' presentations at PSA. Things don't have to be perfect to be fabulous 😊

Things to do during the session(s) where you are Presider:

- Arrive to your session room about 10 minutes before the session is scheduled to start. Once the prior session presenters leave, enter the room and go to the presenter table.
- Look for the presenters (and maybe Organizer) as people join the session. Talk with them to decide presentation order, give time limits and the method you will use to give them a 'two minutes remaining' signal, and who (if anyone) will give a general introduction to the session, welcome the audience, and introduce presenters.
- Presenters should bring their presentations on a thumb drive. **Get everyone to download their presentations to the laptop before the session starts;** that makes transitions smooth and easy for all. If there are issues you cannot solve with the laptop or TV/projector, seek help at the PSA registration area or from the hotel AV team (Encore).
- Get the session started on time!
- Keep time for each presentation (and give the presenter a 2-minutes remaining signal when they are about to approach the time limit).
- If someone uses behavior that is harassing, discriminatory, or otherwise disruptive, address the situation as you feel safe doing, or send someone to get hotel security/help at the PSA registration area—and send information as soon as possible to hotline@pacificsoc.org about the situation so that PSA can take any further action that may be necessary.
- Depending on what the group wants, you may be tasked with moderating the Question and Answer or open discussion at the *end* of the presentations. (Questions after each presenter can erode time left for the last presenter, so questions and discussions should be after all have presented.)
- **Ensure that the session wraps up on time, and people exit the room within 5 minutes of the scheduled end time.** There is lots of space in the foyers and Maple for people to continue their conversations.
- There will be basic wifi in all session rooms this year. However, if too many people are using it—like everyone on their email and social media--there may be issues.