

ASSOCIATION OF COLLEGIATE SCHOOLS OF PLANNING 2005 ANNUAL CONFERENCE, KANSAS CITY, MISSOURI

PRESENTER AND PRESENTER INFORMATION

as of April 22, 2005

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Multiple Placements on the Program

We have come to a time in the history of the ACSP when the conference program is overloaded. Each year we have more abstracts submitted than we have rooms for sessions. Track chairs are charged with ruthlessly rejecting mediocre submissions and to keeping to a strict number of allotted sessions per track – a very difficult task for most of the chairs. Many 90-minute sessions will have five papers.

The ACSP participation policy is as follows: one formal presentation (either in a pre-organized session or an individual paper session), one discussant role, and one roundtable. This would allow individuals three placements on the program. Please understand one role is *not* interchangeable with another, for example, two paper presentations and one roundtable but no discussant role would not be allowed. We will still ask you to limit your paper presentations to one. In the past, we have relied on conference participants to “self-police” this policy. Simply said, the downside of an extremely successful conference is that the Conference Committee and staff must now enforce this policy.

The notion behind this policy is to allow space in the program for as many people to participate as is humanly possible by restricting the number of “duplicate” forms of participation. We hope you understand our collective problem of trying to provide the greatest number of opportunities for participation at the highest level of quality that is feasible.

Your Presentation Schedule

The conference committee and association staff will schedule an anticipated 200-215 sessions for approximately 650 faculty and student presenters in 12 time slots over four days with only 12-14 meeting rooms to work with. We appreciate your understanding of just how difficult it is to make any changes to the schedule. Presenters unable to present at the scheduled time must notify the Conference Manager in writing and withdraw from the program. Your presentation schedule cannot be rearranged.

Submission of Final Papers

The deadline for submitting final papers is **October 3, 2005**. If your discussant is not yet confirmed as of October 3, the conference management office will advise you as soon as the discussant is confirmed and we will ask that you email your paper immediately to the discussant.

How to Submit

Papers must be sent to the discussant of your session (not to the track chair, nor the conference organizers). We also encourage you to send your final paper to the other presenters in your session. This will enhance and hopefully stimulate discussion after all presentations are made.

Final Paper Format

Although there are no official guidelines on the format of your full paper, please submit your paper as an attachment to an email to your discussant and the other participants of your session. Microsoft Word is probably the most widely used and readily accessible software format – we suggest you use this software.

Presentation Tips

- In a formal paper session, you will have only 10-15 minutes to present your work. Sessions with five papers will only have 10-12 minutes for each presentation.
- In 10-15 minutes you can typically present about five double-spaced pages at a pace that listeners can comfortably follow.
- Do not attempt to read your paper. Don't turn your back to the audience to read a projected text and don't read out loud what your audience can read for itself. Do not put handwritten notes up on the overhead projector.
- Indicate at the beginning of your talk if you will distribute your paper in hard copy at the end of the session or if you are willing to send electronic versions when you return home.
- Concentrate on what is new, interesting and different rather than providing full theory and methodology.
- ACSP does not publish a conference proceeding book and, therefore, ACSP does not publish style, spelling and usage guidelines. The ACSP *Journal of Planning Education and Research (JPER)* does state in its "Guide for Authors" (on the inside of back cover) that it uses the Chicago Manual of Style. Please also refer to the JPER Guide for any citation questions.
- If you have any concerns about setting up your presentation, please take advantage of the Speaker Ready Room and conference/audio visual staff to assist you *before* your scheduled presentation. A.V. technicians will be available for projector equipment failures in session rooms *if* they occur, but shouldn't be tied down to assisting you with your laptop the minute before your presentation. That being said, if you do experience trouble at the very minute you're to present (it happens!) – please step aside immediately and offer the time to another presenter while you work out your trouble – AND *don't hesitate* to ask us for help. We will do what it takes to get you up and going.

Audio Visual Equipment Available On-Site for Presenters

Pre-Set Equipment

The conference supplies data projectors and overhead projectors for every room. Slide projectors are available only by request and reservation. Any other audio visual equipment requirements will be at the presenter's expense.

Data projectors and overhead projectors will be set in every presentation room. Presentation rooms are staffed by student volunteers, but these volunteers are not trained on the use of the equipment. The audio visual company providing the projectors will have limited staff on site to assist with technical difficulty and will be working in 14 different presentation rooms. In other words, we strongly recommend making yourself comfortable with these types of projectors before your arrival. Most of them are standard and simple in operating procedures. If you intend to make a Power Point presentation, we strongly encourage you to also print your presentation in order to use an overhead projector as an emergency back up.

Laptop Protocol

Laptops are NOT provided. You must bring your own. If you don't have one, be prepared to borrow one from a friend. If you don't have any friends, we will be glad to introduce to people!

- Mac Users – bring the Dongle adapter to plug into a PC port on the data projector.
- Please remember to bring your power cord.

Slide Projectors – Limited Availability

A very limited number of slide projectors are available and will be reserved for you on a first-come, first-served basis. Please make requests for slide projectors in advance. We can try, but can't guarantee availability for requests made on-site. Bring your own carousel.

Speaker Ready-Room

The Speaker Ready-Room will have the following equipment available for those making presentations. These are first-come, first-serve stations so please be patient with your fellow presenters, but we also ask that in fairness to everyone, please limit your time at each station.

- Computer station set with PowerPoint and Microsoft Word software, a CD R/W drive and flash drive for memory sticks. This computer will not have internet access. It is strictly for double-checking your presentation. The ACSP does not provide data storage materials.
- An LCD projector to preview your presentation. Bring your own laptop to practice plugging in before your presentation. It will be the same type of equipment set in each of the session rooms.
- A slide viewer will be set up in order to preview your slides prior to presentation. Please bring your own carousel.

Internet Access Not Provided

Internet access is not provided by the ACSP in the Speaker Ready Room. The Marriott Hotel has wireless internet access available for a small daily fee in all sleeping rooms and all public space in the hotel. Speak with staff at the hotel front desk.