

GUIDELINES FOR PRESENTERS
2004 IVSA Conference
August 11-13, San Francisco, CA

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1. INFORMATION FOR ALL PRESENTERS

Schedule Changes: Some additional revisions to the program may be necessary. If we need to move your paper from one session to another we will make every effort to keep your presentation scheduled for the same day.

Abstracts: We are preparing a Conference directory that includes an abstract or summary of each paper on the program. We’ll send a draft of this document to presenters by July 22nd for review and corrections.

Online Resources: We are eager to alert people attending the IVSA conference to on-line resources related to your presentation, including: on-line copies of your paper and on-line exhibits or displays of materials to which you will refer in your presentation. As one notable example, the primary works examined in the invited presentation by Howard Becker and Alison Nordstrom (Session 105: “VISUALIZING PARIS & WAIKIKI” are accessible now on the World Wide Web:

For “Paris” see:

http://www.ensmp.fr/PagePerso/CSI/Bruno_Latour.html/virtual/index.html

For “Waikiki” see:

<http://www.downwindproductions.com/home.html>

As another example, one of the projects Dianne Hagaman will be referring to in her talk about “Presenting Digital Images” can also be downloaded and viewed prior to the conference (i.e. “Howie Feeds Me”: <http://csac.buffalo.edu/hagaman.html>)

We encourage IVSA presenters to post materials related to their presentation on the web, and we encourage conference goers to review these materials prior to attending the conference.

Written Copies of Papers: You are not required to provide a written copy of your IVSA presentation to the chair or other presenters. However, it is considered a professional courtesy to make copies of your paper available to conference attendees who ask for them – either at the conference itself or afterwards.

Publication of Conference Papers: At least two publications are being developed that will incorporate papers presented at this conference: Francesco Lapenta is putting together a volume about “photo elicitation,” and Diana Papademas is editing a collection of articles about ethical issues in photographic field work. Both Francesco and Diana are on the conference program, presenting work in sessions related to these topics. Whether or not it’s on the IVSA program, if you have an article or essay that you would like them to consider for the volumes they are editing, you can contact them via email at the following addresses:

Francisco Lapenta: <francesco@post.com>

Diana Papademas: <DIANAPAPADEMAS@worldnet.att.net>

If you see a cluster of papers on the conference program that lends itself to an edited volume, we encourage you to pursue a publication project and will be glad to assist in whatever way we can. It’s a rich program. There’s a lot to choose from.

Conference Registration: Most of you have already registered for the Conference, and we thank you for that. If you have not yet registered, please do so ASAP. If you or your co-presenters are not registered now, we will send you one more reminder. If you are not registered after that, we will have to remove you from the program. [Please note: Co-presenters who attend the conference need to be registered, but co-authors who will not be attending the conference do not].

2. PANEL SESSIONS

Session Format: Panel sessions include a set of 3-4 related papers, presented sequentially, with discussion time at the end. IVSA panel sessions are facilitated by a “chair” but rarely include an official “discussant.” Audience members expect time for open discussion at the end of each session and the conference program has been designed with that in mind. We’ve also scheduled generous breaks in between sessions so that discussions can continue past the time allotted to each session.

Session “chairs” A “chair” will be assigned for each session to introduce presenters, monitor presentation time and facilitate an open discussion during the last 20 minutes or so of the scheduled time. Introductions by the chair will be limited to reading the presenter’s name and the title of the paper. The role of chair is an important one and requires full attention during the session itself, but it does not require prior preparation. Chairs of IVSA sessions may pose questions during the time for open discussion, but they are not expected to serve as a “discussant.”

Presentation Time: If your paper is scheduled for a panel you will have either 17 or 20 minutes to present your work, as follows: 20 minute papers are the rule for panels that have 3 papers in an 80 minute session or 4 papers in a session of 100 minutes; 17 minute papers are the rule for panels that have 4 papers 90 minutes, or 5 papers in 100 minutes. The Conference program is very full. To ensure that all presenters have the time they have been promised, we will begin and end sessions promptly. Session chairs have been instructed to help you begin and end your papers promptly as well.

For those reading from a prepared text, a good rule of thumb is that an animated reading of one page of double-spaced text will take a little less than 2 minutes – longer for reading that is slow and stately, and somewhat less for reading that is rushed. If your text is over 10-12 pages, it will be too long. If you say what you have to say and say it well, illustrated by whatever materials make good sense, and stay within your allotted time, everything will work out just fine.

Facilities -- Projection and Display Options: All panel presentations are scheduled for rooms that can provide the following computer/AV support

- PC and/or Mac with LCD Data Display and projector/screen
 - Windows XP and PowerPoint (PC)
 - OS X and PowerPoint (Mac)
 - DVD & CDR player
 - VCR and monitor (NTSC supported, but not PAL or SECAM video formats)
 - Slide projector
 - Overhead transparency projector
 - Internet Connection: [one room only – listed for sessions “A” (not “B,” “C,” or “D”).
- [NOTE: No support for ZIP disks]

3. ROUNDTABLE SESSIONS

Format: Roundtables are designed to encourage discussion between presenters and audience members, and among presenters themselves. Each Roundtable is organized as an 80-minute session that includes 2-3 related papers. Seating will be configured to support 3-4 Roundtables of 10-15 participants in each room -- these are large rooms.

Roundtable “Hosts”: A “host” will be assigned for each Roundtable session to introduce presenters, monitor presentation time and facilitate discussion. Hosts will be available prior to the conference, and during the conference, prior to the session, to assist Roundtable presenters in organizing their presentation or the session as a whole. Hosts of IVSA Roundtable sessions may pose questions to presenters, but they are not expected to serve as “discussants.” We provide Roundtable presenters with contact information for their hosts prior to the conference.

Presentation Time: Roundtable sessions will provide at least as much time for individuals to present their work as Panel sessions, and in many cases will provide more time. However, Roundtable presenters also have much more flexibility in how they want this time to be organized (see below).

One option for a Roundtable session is for each presenter (or presenter team) to present their "paper" for 20 minutes or so. With three presentations, that would leave 20 minutes for discussion in an 80-minute session. With two presentations it would leave 40 minutes, etc. However, we are also encouraging more interactive formats and we will do what we can to facilitate that process -- both during and prior to the conference itself. Among the other approaches that we'd like to suggest are the following:

-Co-interviews: A session in which presenters take turns interviewing each other about their work -- preceded or followed by an open discussion with the audience.

-Group "show and tell": A session in which presenters agree ahead of time to focus on those aspects of their work that address a common theme, question, or set of issues, then provide brief presentations of their work as a stimulus for open discussion.

-Workshops: A session in which presenters lead audience members through an organized sequence of illustrations and exercises towards an open discussion of key concepts and issues.

Facilities -- Projection and Display Options: The conference schedule provides for 3-4 Roundtables to meet at the same time in different parts of the same room. The rooms are large, but projection and display equipment for Roundtable sessions will be extremely limited. There will be equipment in each of the two Roundtable rooms. The challenge will be dividing it up among different Roundtables meeting in the room at the same time. If one Roundtable group needs to use a VCR and monitor, and another needs an overhead projector, that might work. But if both groups want to use the VCR at the same time, someone will be out of luck. To avoid unpleasant surprises, we encourage Roundtable presenters to use paper prints or a laptop computer to display images associated with their presentations. We will try to provide each roundtable with a laptop computer that can display images (jpeg or tiff) and QuickTime movies. If you would like to reserve wall space to display materials related to your roundtable session, please let us know and we will do what we can to make that available to you.

[Note: For a group of 10-12 people, a 15" laptop at 8 feet away will provide approximately the same field of view as a 4' x 6" screen would provide for four times that many people and a viewing distance of 32 feet]. If PowerPoint is your métier, another alternative is to print out the PowerPoint "slides" on paper and distribute copies to each person attending, or to print oversize and hold up as mini-posters. We recognize that none of these forms are ideal, but we have also seen at previous IVSA meetings some excellent small group discussions that were richly illustrated by passing around 4x6 photographic prints, or holding up somewhat larger prints, or showing video clips on a laptop.]

4. FILM SCREENINGS

Film Screenings will be supported by the same facilities as Panel Presentations, but one room "A" also has a direct DVD projector system.