

2009 CONFERENCE EVENT & PARTICIPANT GUIDELINES

Prepare, Prepare, Prepare

Be sure to have an advance outline of how the event will be conducted. Participants should have notes prepared for their presentation. Although we are an association of artists and we appreciate literary improvisations, liberty, and the wild of mother nature, we also appreciate depth of thought, and concision. Prepare your presentation well so it reflects well on you and our association. Burn with a gem-like flame.

Begin and End Your Presentation on Time

Moderators and all presenters must make sure that their event begins and ends on time. Please keep in mind that there is another presentation following yours and that attendees need fifteen minutes between one event and the next to clear the room to accommodate the next round of presenters and attendees.

You should assume that each page of typed, doubled-spaced text takes two minutes to read. This means that most presentations should be no longer than seven and a half pages for a panel discussion with four presenters. This will allow fifteen minutes at the end of the presentations for exchanges between the audience and the presenters.

If you are giving a reading, choose your material in advance. Rehearse and time your reading, including your prefatory remarks to a story or poems, to make sure that your reading falls within your allotted time. Be courteous to your fellow readers by keeping your presentation brief. If you are reading different sections from a printed book, you may find it convenient to mark the pages with "stickie" notes.

Presentations, Handouts, and Visual Aids

Moderators should bring five copies of their presentation in writing, for the use of members who wish or need to follow a written text. If you were planning to speak "off the cuff," please don't. Prepare at least a draft of your remarks for those with hearing disabilities.

Speakers who use handouts should prepare three copies in large-print format (boldface 14- to 16-point font size) and briefly describe or read all handouts to the audience. Please have copies made on white paper stock only. Speakers should indicate whether they wish their papers and handouts to be returned.

Consider the possibility that persons in the audience may be blind. Allow ample time when referring to a visual aid or handout or when pointing out the location of materials. Briefly describe the materials.

People who are deaf or hard of hearing, and who use sign language interpreters or read lips, need to sit where they can see both the speakers and the interpreter. The interpreter may stand close to the speaker or within a direct line of sight to allow the audience to view both the speaker and the interpreter. Speakers should be aware of the location of interpreters and attempt to keep this line of vision clear.

When not using an overhead projector, please turn it off. This reduces background noise and helps focus audience attention on the speaker.

Presenters with disabilities who have requests for accommodations from AWP must submit them in writing to AWP no later than December 15th.

Communicate Clearly

Speak clearly and distinctly, but do not shout. Use regular speed unless asked to slow down by members of the audience, sign interpreters, or persons using real-time captioning.

Because microphones often fail to pick up voices in the audience, speakers should always repeat questions or statements made by audience. In dialogues or discussions, only one person should speak at a time, and speakers should identify themselves so that audience members will know who is talking.

Avoid speaking from a darkened area of the room. Some people read lips, so the audience should have a direct and clear view of the speaker's mouth and face.

REGISTRATION POLICIES

All participants must register for the Conference. Participants should register at the reduced presenter rate, available by telephone or a private link, which will be emailed to all presenters. The early-bird pre-registration rate for presenters is \$75.

Registration Includes: Conference registrations include admission to AWP's Bookfair, meetings, panels, readings, and public receptions for the duration of the conference week. Meals, lodging, and travel are not included. For information on airfare or lodging at AWP's official conference hotels please visit our Web site. Individuals registering at the student rate must present a valid student ID on site.

ACCESS GUIDELINES

AWP is committed to making all reasonable arrangements that will allow members of the association to participate in conference events. Space has been left for two wheelchairs in each meeting room. Please keep this area and the aisles clear for persons who may be using wheelchairs, canes, crutches, or motorized vehicles. Space should be left around the doors and aisles to allow access. If you require special services, equipment, or additional accommodations, please submit your request in writing along with your registration form by December 15, 2008, or email us at conferences@awpwriter.org.