



DEAR INTERACTIVE SESSION PRESENTER:

We look forward to welcoming you to the AIB 2021 Annual Meeting! Thank you for your submission and congratulations again on being selected for the conference program!

This briefing focuses on how to best prepare for your session but does not go into the technical requirements. All presenters will receive a separate instructional guide from our technical support partners, about 10 days before the conference, providing information about the technical platform and steps on how to access your session as a speaker.

In preparation, we share here some guidance on organizing your interactive session. We hope you find these suggestions helpful.

At AIB 2021, Interactive Paper Sessions will be held in a **roundtable discussion format** and intended to be genuinely interactive, among all participants. To achieve this objective, **presenters will not be asked (or allowed) to make a formal presentation with PowerPoint or overhead slides.** Instead,

- (i) You should give an oral presentation of no more than 3 minutes to briefly outline the main ideas and key contributions of your paper.
- (ii) As an additional option, you can also create a ONE-page Executive Summary, or a ONE-page slides handout (e.g., showing no more than six slides), of your paper that you share with the session Chair before the conference begins. Send your summary or handout to the session Chair well before the session so that he or she can distribute it to the other participants. The names of session chairs will be posted in the conference program as soon as they are confirmed.

This procedure will facilitate valuable and ample discussion among all presenters, the session chair, and other attendees, following your presentation. In addition, please consider the following suggestions.

Please note: You were previously notified that Interactive presentations would be done through pre-recorded videos. We have eliminated that option and have returned to the original interactive session format of oral presentations. As such, a video recording is no longer required.

1. READ THE PAPERS IN YOUR SESSION

Please check the details of your session at <https://www.aib.world/events/2021/program/>. Contact other presenters in your session to request a copy of their papers, so that you can read them ahead of time. This will help presenters link their papers to the other presentations for a more cohesive and stimulating session and enhance the discussion portion of the session.

Please remain in the session in which you are presenting for the entire scheduled time, in courtesy to the other speakers and to ensure a more coherent session.

2. MANAGE YOUR PRESENTATION TIME

All sessions are one hour and fifteen minutes (75 minutes) and many interactive sessions have 5-7 presenters. Given these constraints, we can afford to allow presenters only 3 minutes to outline the main ideas and key contribution of their papers. To maintain the interactive nature of the session, and ensure enough time for feedback to all authors, the 3 minute limit will be enforced. Please keep to this time limit as closely as possible. It is unfair if any speaker takes up more than their allotted time, and reduces time allotted for everyone else. The session chair will be asked to control the time for all presenters and ask you to stop if you run over your time limit. We suggest you bring a watch or use a timer to monitor your use of time!

We have asked session chairs to hold the discussion of each paper immediately after each presentation, or a couple of clearly related presentations. The total amount of time for each paper in aggregate (presentation and comments) will typically be no more than about 10 minutes where there are 7 papers. Please focus on the main research questions and findings of the paper and not include a discussion of sample, methods, etc. The presentations in the session should be structured as a conversation (i.e., short interventions and highly interactive), not as a sequence of monologues.

Interactive sessions aim to stimulate discussion among participants on common themes that cut across the individual presentations. So, read all papers in your session in advance and be prepared for an engaging conversation with colleagues who are struggling with the same research issues as you. Given the time constraints, we strongly suggest that you resist from engaging in prolonged discussion during the session itself with regard to the remarks on your work as it reduces the time available for further feedback to you. Instead, you could continue the discussion informally later after the close of the session, and during the breaks. Make a point to try to meet up later with anyone whose further observations on your work may be helpful to you!

3. MAKE A QUALITY PRESENTATION

Your ONE-page Executive Summary or slides handout explained above will serve as the only visual aid during your overview. We suggest you go right to the heart of the matter, and focus on the key contribution and main findings (in summary form in words, not as a full table of results).

4. OTHER SUGGESTIONS ON YOUR PRESENTATION

We suggest presenters plan to join the session at least 10 minutes BEFORE the session starts to coordinate, test your camera and microphone, and receive session chair instructions. Please arrive *early* for your session. Your prompt appearance will minimize worry about your attendance and allow the session to start on time.

We suggest giving your session chair your mobile telephone number where you can be reached should an emergency occur. If an emergency occurs and you cannot attend the session, please advise your session chair as soon as possible.

5. NO SHOWS

In common with other academic associations, AIB enforces a “no show” policy, to maintain the integrity and quality of the conference. This policy requires that at least one author of each manuscript listed in your session must register, attend, and present at the designated session. You can find more about this policy at <https://www.aib.world/aib-conference-no-show-policy/>. Therefore, we ask for your assistance in informing us if a paper was not presented at your session. At the end of your session, please report any “no show”s via an email to aib@aib.msu.edu.

Similarly, if for any reason you are unable to present your paper, please inform both your session chair and the AIB Secretariat *in advance of your session*.

Lastly, please note that scheduling sessions for a worldwide online conference is very challenging. Participants in any session can reside in time zones that span the globe, from Hawaii to New Zealand. This is particular true of Interactive Sessions. We have tried to schedule sessions as fairly as possible. We apologize in advance if the time of your session proves inconvenient for you.

I look forward to seeing you at the conference!

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AIB 2021 Annual Meeting
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