



DEAR VIRTUAL COMPETITIVE SESSION PRESENTER:

We look forward to welcoming you to the virtual portion of the AIB 2022 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 competitive session. We hope you find these suggestions helpful.

1. READ THE OTHER PAPERS IN YOUR SESSION

Please check the details of your session at <https://www.aib.world/events/2022/program/aib-2022-virtual-schedule-of-sessions/>. Contact other presenters in your session to provide a copy of your paper, and request a copy of theirs, 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. PREPARE AN EXECUTIVE SUMMARY FOR THE SESSION

We suggest you provide an **executive summary** of your paper for the session to share with the session chair in advance. It should be no more than 1-2 pages. Providing a summary document will help the chair better understand your paper and help guide the discussion portion. In your summary, remember to include the following information: paper title, author(s) and contact information at the top, along with the session date and time, followed by key points of the paper (focus on your study's key contributions and unique findings, with a short overview of its theoretical pinning, hypotheses, and methodology). Send your summary to the session chair well before the session.

3. MANAGE YOUR PRESENTATION TIME

All sessions are one hour and fifteen minutes (75 minutes). Most sessions have 4 presenters. If each presenter takes no more than 15 minutes, there will be 15 minutes left for discussion. The session chair may offer integrative comments at the end of the presentations. Please give the audience sufficient time to ask questions as well. Therefore, a good general rule of thumb is:

- Five papers: 12 minutes per paper
- Four papers: 15 minutes per paper
- Three papers: 20 minutes per paper

Please keep to these time limits 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 use a watch or a timer to monitor your use of time!

4. MAKE A QUALITY PRESENTATION

As a guide on how many slides you can reasonably present in your time slot, we suggest you divide the number of minutes you have by two or three (e.g., for a 15-minute presentation, prepare no more than 5 to 7 slides). **Fewer slides are always better for online presentations.** Print your slides in minimum 18-20 point font, preferably in a sans-serif font like ARIAL, to ensure that the text is legible for the audience.

The Appendix below offers specific suggestions for presenters on WHAT TO and WHAT NOT to present in your presentation. Originally presented at a workshop on improving the effectiveness of sessions at the Academy of Management conference, we have adapted it for AIB use.

5. OTHER SUGGESTIONS ON YOUR PRESENTATION

We suggest presenters plan to join the session at least 10 minutes BEFORE the session starts to receive session chair instructions, test your camera, microphone, and check your screen-share to avoid doing this once the session is underway. 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.

6. 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 in 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. 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 hope you find the above recommendations useful and look forward to seeing you at the conference!

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APPENDIX – The Role of the Presenter

* Abstracted with permission from “Making AOM Sessions Exciting!” by Jing Zhou (Rice University) and Russ Coff (Emory). The report was based on an AOM workshop, August 8, 1999, Chicago, IL, where the panel members were the two co-authors of the report, Sally Blount-Lyon (Chicago), Michael H. Lubatkin (Connecticut), Karl Weick (Michigan) and Edward J. Zajac (Northwestern).

PRESENTER:

The presenter's job is to “sell the paper” and convince the audience that it is worth reading. This requires emphasis of the contribution rather than a summary of all sections of the paper.

The following are some ideas for how authors can get the audience engaged and excited about the paper. Most practices in the “DON'T” column are standard procedure and the suggestions may seem radical. However, the object should be a presentation that *covers less* but makes a compelling argument that the paper *should be read*.

PURPOSE OF PRESENTATION:

DO NOT: Present summaries of all sections of the paper.

DO: Present enough to tell the audience that the paper is worth a read – tell a good story. Focus on the contribution. Minimize discussion of sections that don't stress what is new and different.

PRESENTATION FORMAT AND TIMING:

DO NOT: Save the punch line as a sort of surprise ending. Plan for 20 minutes in case there is extra time. Use small fonts or too many overheads.

DO: Consider starting with the conclusion and then explain why you reached it (e.g. methods/results). Provide a 1-page handout describing your contribution and key points. Plan for 10 minutes – it is easier to elaborate than to cut things out. Use fonts larger than 28 pt and no more than 10 overheads or slides.

AUDIENCE INTERACTION:

DO NOT: Give a monologue describing your research.

DO: Create expectations that you expect active audience participation. Survey/work the audience before the session starts. Look people in the eye and talk to them (not at them). Identify places for audience input and ask questions. Consider using brief exercises or scenarios that draw on the audience's personal experiences/knowledge. Offer an interactive data analysis (“mess with the data”) by inviting the audience to make assumptions and suggest relationships to test.

INTRODUCTION:

DO NOT: Focus on why you decided to do the study.

DO: Focus on what is interesting and new about what you have learned. Do try to start off with a real-world analogy/story.

THEORY:

DO NOT: Present a broad literature review (cites, etc.). Explain every arrow in a complex figure.

DO: State the problem, why it is interesting, and what you will add. Explain what is new in this model over past contributions.

METHODS:

DO NOT: Describe the sample measures, and validation of instruments.

DO: Provide an overview of why the measures are linked to the theoretical construct. Establish face validity and assure that more rigorous methods were applied.

RESULTS:

DO NOT: Present any tables with numbers.

DO: Present what was significant (+ and - signs). Explain what the data tell you - not tests. People can read the paper to get details.

CONCLUSION:

DO NOT: Review each result and summarize what was significant.

DO: Answer broadly what we have learned and what needs to be done now. Urge the audience to read the paper for details.