



SUL ROSS STATE UNIVERSITY
ALPINE, TEXAS 79832



CENTER
FOR
BIG
BEND
STUDIES

A Member of the Texas State University System

Box C-71, Alpine, TX 79832, (432) 837-8179
www.sulross.edu/cbbs, fax (432) 837-8381

Center for Big Bend Studies Annual Conference

Instructions to Conference Presenters

We are glad you have chosen to share your research with us, and have a brief list of instructions to help make your experience at the conference go as smoothly as possible. If you have any questions or concerns about your presentation, the schedule, or the Conference, you may write to cbbseeditor@sulross.edu or call (432) 837-8179. Thank you!

Conference

We are truly grateful for the contributions of our presenters to the conference, but still require that you register and pay the attendance fee. This covers costs such as rental of the space and equipment as well as snacks, drinks, programs and other materials. If you do not receive a registration form in the mail in early fall, you may download a registration form from our website, www.sulross.edu/cbbs/, or register by phone by calling (432) 837-8179.

Presentations

All presentations must have an abstract of two hundred words or less, and all presenters are asked to submit a brief bio to accompany the abstract in the conference program. Please send these as attachments in Word, not in the body of an e-mail. Presentations are allotted slots of thirty minutes each, including time for questions. Symposiums typically consist of three presentations. Please prepare your talk to be no more than twenty or twenty-five minutes, and practice it at least once before the conference to ensure proper timing.

We do use timekeepers for each presentation, and they will hold up flash cards to indicate when you have 10, 5, 2, and 1 minute left as well as a "Time" card. The timekeepers have volunteered to keep our conference running on a tight schedule, and should be respected. If you wish to discuss this system for any reason, please talk to Susan Chisholm or Andy Cloud. PowerPoint presentations are strongly encouraged. Please bring the presentation with you on a disk or flash drive, and arrive at least ten minutes early to your session to ensure that it gets uploaded onto the computer desktop. Computers and projectors will be set up and ready to use, and an A/V assistant can help you upload your presentation to the desktop. If you do it yourself, please rename the file to be your last name, then first name.

When presenting, please make every effort to look at the computer screen next to the lectern when you need to see your PowerPoint. Turning all the way around to look at the large screen means that the audience may have trouble hearing you and seeing your presentation. If you have many things you would like to point out, try adding arrows to your PowerPoint presentation instead of waiting to point with the laser.

Follow-Up

All Presenters are invited to do a formal write-up of their talk and submit it to the CBBS for publication in the next year's Journal of Big Bend Studies. Archaeology papers must follow Society for American Archaeology style, and all others Turabian style. For more guidelines, see our website or contact Susan Chisholm at cbbseeditor@sulross.edu. Papers are due in April following the conference, but we always appreciate presenters staying in touch as they write to ensure the best possible product.



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Presentation Suggestions and Guidelines

1. Practice and time your presentation. Time limits will be strictly adhered to.
2. Timekeepers are there to keep you on track. Be attentive to their prompts.
3. Talk to and face the audience as much as possible. Don't read verbatim. Use note cards or an outline, if necessary.
4. Adjust the microphone so you can speak comfortably and be heard in the back of the room.
5. PowerPoint presentations should be as visual and text-free as possible. If you must have text, make it large.
6. Present concise information.