

## ASA Guidelines for Presenters

In response to a number of inquiries about presenting papers at the annual meeting, the ASA proposes the following guidelines:

1. You should generally allow 15 minutes for the presentation of your paper. If your panel has only three presenters and no discussant, you should figure on 20 minutes for your contribution, but if there are more than three or more presenters (including discussant), you should plan for 15 minutes so that there is time for questions from the floor. Roundtable presentations sometimes take less time, depending on how they are organized.
2. If you have written your paper to be read in 15 minutes (and have practiced it for timing), you may wish to read your paper, but if you have written a longer research paper, you should either prepare an outline from which to speak or a shorter version to be read in your allotted 15 minutes.
3. Remember that if you are showing slides or overheads, you should allow for the time that it takes to speak to them and factor that element into the total time for your presentation.
4. Please do not abuse your allotted time. In some circles running over one's time is called a "white collar crime." We don't want to have to resort to bells and flashing red lights to discipline ourselves.
5. Be prepared. For example, some people will want to know your coordinates; if you don't have business cards, make up slips of paper beforehand with your mailing address, telephone, and email addresses.
6. Don't forget your papers, overheads, or slides!
7. Please respect the rights of the panelists who will usually be following you in your meeting room by not carrying on conversations after the allotted time for your panel has expired. Take it into the hallways!