**The 411 for Presenters and Moderators**
**Shakespeare Nations**
**The 43rd Annual Ohio Valley Shakespeare Conference**
**Marietta, OH     June 28-30, 2019**

**Where we'll be presenting:**
All of our paper sessions will be held in theater spaces set up for our needs.  For those of you who are superstitious and doing your papers on *The Scottish Play*, keep that info in mind as you see fit. There will be a table at the front of the space with chairs for presenters and the moderator.  We'll have a podium nearby with a laptop (PC) hooked up to a projector and speakers.  We probably will not mic the podium; however, that should not be a problem, since the spaces we'll be in are reasonably-sized.  The building does have WI-FI, so you should be able to log on to the Internet and pull up your presentation.  Having said that, WI-FI hotspotting is an elusive craft, so a back-up version of your presentation on a flash drive would be a prudent precaution.

**How we'll be presenting:**
Paper sessions run 75 minutes.  A simple breakdown of that time gives each speaker 20 minutes for their papers.  15 minutes should then be available at the end for discussion.  Obviously, moderators will offer brief introductions and a few minutes will be burned transitioning between speakers. Therefore, please aim for 18-20 minutes rather than 20-25. We want to ensure that there is time for presenters to converse with those in attendance.  Unlike the Blackfriar's conference, we don't have airhorns or thunder sheets to chase off overly developed talks.  We rely upon a collective courtesy.

**How we'll be moderating sessions:**
While we don't have an official way of doing things, typically moderators open the session (on time) and introduce all three speakers at the beginning.  The speakers then simply transition from one to another.  The OVSC will send a person to each room before every panel to see if anyone needs help setting up their presentation.  Two or three weeks before the conference, the members of each panel will receive a group email with abstracts attached.  We ask that speakers use that email to reply to the session moderator and inform her/him how they want to be introduced and whether or not they'll be using technology.  The conference will check in with moderators a few days prior to the conference to get a sense of who's using A/V, where and when.  Moderators are deputized to wrap things up after 75 minutes so that people can make the most of the 15 minutes between sessions.  No need to cut anyone off mid-thought, of course.  We will just all try to keep things running as close to schedule as possible.

**How we'll run undergraduate seminars:**
Prior to the conference, undergraduate presenters circulate their papers so that their peers and the session moderator(s) have a chance to familiarize themselves with all of them.  During the session, each presenter will offer a brief overview of their paper.  The conference will print hard copies of all the session abstracts for auditors to read.  The undergraduate presenters do not need to bring extra copies.  If papers have evolved substantially between the time of proposal and the conference, presenters are free to send Joe Sullivan an updated abstract.  After the moderator(s) has facilitated some discussion among the presenters, assembled auditors are encouraged to join in on the conversation.