Participant Role Definitions

Roles determine use of the SAS conference proposal submission form as well as overall responsibilities before and during the conference. See also the *Session Formats Defined* document.

PARTICIPANT/PRESENTER: A participant in the conference (not just an attendee) as a presenter has primary responsibility for an individually volunteered **paper, performance,** or **poster** presentation OR as a *contributor* to a multi-participant *organized* session (of papers, performances, or posters), a roundtable, or workshop. Individual **presenters should submit proposals that <u>clearly reflect</u> the content of their presentations.** This will assist the Program Committee in grouping related presentations into *convened* sessions. In the case of organized sessions, presenters will provide their **Organizer** with all information that they will need to submit a complete proposal for the session before the deadline that includes all necessary material from presenters. ALL **presenters** <u>must provide</u> a title, abstract/description of the presentation/paper, a brief bio, and contact information. ALL participant/presenters are required to register independently for the conference. SEE: http://tinyurl.com/osd7pyf for advice on creating posters.

ORGANIZER: An organizer is a facilitator/chair who has primary responsibility for creation of an organized session of papers, performances, or posters, a roundtable, or workshop. For the most part, organizers will be submitting organized sessions consisting of several paper presentations by different participants. The session organizer mobilizes participant/presenters around a particular topic—which will correspond with the conference theme, in many but not all cases. **Organizers should submit proposals that <u>clearly reflect</u> the content and purpose of their session.** The organizer is responsible for articulating the session theme in the session abstract. <u>Each individual contribution should then reflect the session's theme.</u> Poorly integrated groupings may be subject to revision. **Organizers** <u>must submit</u> a title, abstract/description of the organized session as well as titles, abstract/descriptions of <u>each</u> presentation/paper on the session together with brief bios and contact information for <u>each</u> participant. That is to say, the organizer fulfills the responsibility of each participant/presenter for submitting this information.

At the conference, organizers introduce their own sessions and provide brief bios of each participant to the audience. **Organizers** should foster discussion, keep presentations in the order found in the program schedule, maintain time limits, and troubleshoot as may be necessary on the day of their session. **Organizers** may also participate in the sessions they moderate, thus playing two different roles in one session. **Organizers** are responsible for reminding all participants/presenters on their session know that they need to register and pay the conference registration fee.

CONVENER: A convener is a facilitator/chair who coordinates convened sessions comprised of <u>individually volunteered</u> presentations, papers, or performances. **Conveners** serve as chairs for sessions composed by the Program Committee out of such individual submissions by providing brief bios of participants/presenters and performers. **Conveners** also foster discussion, keep participants/presenters in the order in the program schedule, maintain time limits, and troubleshoot as may be necessary. **Conveners** may participate in the sessions that they convene, thus playing two different roles in one session. **Conveners** are typically volunteers who inform the Program Committee when submitting their own proposal that they are willing to serve in this capacity. We encourage you to assist the SAS by acting in this very important service.