Responsibilities of Conference Participants

The Organizing Committee has agreed on the following list of responsibilities for all participants prior to and at the SRS international conference of 26-30 June 2018. We encourage you to familiarize yourself with this document well before the start of the conference.

Chairs

The chair is responsible for monitoring the entire panel. The success of a panel often depends upon the chair's ability to restrict the length of speakers' presentations and manage questions from the floor.

Some of the most important responsibilities of the chair are to:
• Inquire, on behalf of discussants and other paper-givers, about the status and expected completion date of late papers (June 12).
• Acquaint him/herself with the content of the papers.
• Arrive early at the session and arrange with all participants the order of speaking and the time limits; normally 15 to 20 minutes for paper presentations and 10 minutes for discussants is appropriate.
• Start the session at the scheduled time with a brief presentation of the theme of the session and (if possible) the links among the papers.
• Introduce the participants (names and institutional affiliations).
• Maintain strict time limits for each speaker and discussant.
• Moderate panel or floor discussions.
• Adjourn the session in time to allow the room to clear before the next session begins.

Chairs are requested to report to the conference registration desk the name(s) of anyone who does not show up for a session (presenter or discussant).

Discussants

Discussants are to prepare, in advance, appropriate critical commentaries of the significance and contribution of the papers presented in a session.

Some of the most important responsibilities of the discussants are to:
• Arrive early at the panel to take part in informal discussions about the order of speaking and time limits.
• Restrict his/her remarks to 10 minutes.
• Situate his/her remarks in a context broad enough to spark questions and stir the interest of an audience that typically has not read the paper.

The following are suggested guidelines for discussants' remarks:

(1) Given that the audience may not have read the papers it is helpful to begin by stating the major thrust of the papers, identifying their stronger or more interesting features;
(2) Focus the discussion on the papers' major arguments;
(3) Indicate whether the arguments are compelling;
(4) State the basic merits and limits of each of the papers;
(5) Conclude by stating linkages between papers.

In consultation with the section head, the discussant may decline to discuss any paper that is received in insufficient time to prepare an acceptable critique of it.

Paper Presenters

If your proposal is accepted, the details of the session in which you will be participating will be available in the on-line program.

The responsibilities of presenters are to:
• Provide copies of their papers/extended summary to all of the other participants in their session by June 12 at the latest. E-mail addresses will be available in the program. Failure to do this will likely result in the chair excluding the presentation from the session. Further, the discussant has no obligation to comment on a paper if it has not been previously seen. Such an action would be a loss to all attending the session. A PDF or Word copy/extended summary of the paper must be sent to the panel chair, the discussant(s), and the other participants.
• Arrive early at the session to take part in informal discussions about the order of speaking and time limits (ordinarily 15 to 20 minutes are set aside for each presenter).
• Prepare comments outlining the major points of their papers. A good presentation is a must for a successful session.

The following are guidelines for preparing an oral summary of a paper (usually 15-20 minutes):
(1) No paper should ever be read verbatim. Such presentations are dull and incomplete due to time constraints imposed by the chair; an author may be cut off by the chair before reaching the most significant aspects of the presentation.
(2) Highlights of the paper should be given, covering such points as the purpose of the study, the method of analysis, the major findings, and any conclusions or recommendations. The amount of time devoted to each highlight may vary depending upon the author's evaluation of the importance of each area related to the paper. Inexperienced speakers are advised to prepare a "reading text" of approximately 5 typed pages.

Final Comments

The Society for Romanian Studies will not publish conference proceedings. Paper presenters are therefore encouraged to seek other venues of publication for their work.

At the same time, note that the Society of Romanian Studies will launch its own peer-review *Journal of Romanian Studies* in 2019. The SRS invites conference presenters to upgrade and update their presentations for submission to the *JRS*. Please contact the *JRS* editors for inquires and submissions: Lavinia Stan (lstan@stfx.ca) and Margaret Beissinger (mhbeissi@Princeton.edu).