

GUIDELINES ON PRESENTATION

1. Since you typically have 20 minutes (or such time, as determined by the chair) to get your message across, highlight the findings and conclusions. Avoid discussing minute details at great length. This practice consumes a lot of time, which could be devoted to the more important aspects of your paper. Also it will usually “turn the audience off.” They will be less likely to read your work if you focus on the details rather than the highlights. Even a paper employing mathematics can be presented in an intuitive way that makes it understandable. Discuss the breakthrough that you made and the resulting benefits (e.g., speed in computation, a new test statistic, etc.). These are the points of greatest interest to your audience. (Recall how you feel when you are in the audience!)
2. Avoid using more mathematical notation than you have time to explain in detail. Displaying several equations or complicated graphs can be an effective way of getting your point across so long as you take the time to explain each viewgraph in detail. As a rule of thumb, it can take as much as 2-4 minutes to thoroughly describe the meaning of a key equation or graph. Presenters who choose to use “14 overhead slides” full of mathematics are making a terrible mistake. Even professional people who are close to the subject matter are usually unable to follow along. Again, this detracts from the points in your paper, which you want to emphasize.
3. Discuss results that support your conclusion. It is not necessary to review every single trial and result, especially those that bore no fruit. This material may be addressed if the audience expresses interest following the presentation. It may be common for writers to display all results (e.g., 200 regression runs) in economics journals but not during your presentation. Stick only to the pertinent information. It eliminates confusion.
4. Highlight any controversial points in your talk. Here is the opportunity for you to have people disagree with you in a forum that is non-threatening. It might be better to hear about some flaws in the paper at the conference/workshop than when you are on the witness stand.
5. Avoid complex diagrams--those with small printing and many lines. If necessary, break complex diagrams down into a series of smaller diagrams.
6. Clearly explain the benefit of the work (e.g., saves customers millions of dollars, clearly proves that method X is the proper one to use, etc.).
7. Rehearse your presentation. Since time is so critical, stay within your time allotment. It is much better to use less time than more. It is inconsiderate to talk for more time than you are allotted. The audience notices it, and the next speaker also notices it. Avoid speeding up your presentation after you get the “one minute sign.” It “turns off” the audience, and it convinces them that you did not organize your time well.
8. Provide handouts of your presentation. Place your name and phone number on the cover. It will serve as an advertisement for you.
9. Avoid reading your talk. If the material is that sensitive, highlight points taken directly from your text. In addition, it may be a good idea to provide copies of the full text to the audience.
10. Prior to the session of your presentation ensure the audio-visual equipment you plan to use is working properly. If you are using LCD projector ensure it works with your Laptop/PC.

PAPER GUIDELINES

1. The initial draft should be received by the Center (crri@business.rutgers.edu) no later than April 13th for the Eastern Conference, May 25th for the Western Conference, and April 25th for the Postal Conference.
2. All papers will be posted on a restricted website for the conference participants. This requires that the papers be in one of the following electronic formats: MS Word or Adobe Acrobat PDF.
3. Submissions should normally not exceed 25 single-spaced pages with standard margins.
4. Papers should be written in continuous sentences, divided into paragraphs and not scraps. Excessive use of subheadings and bullet points should be avoided.
5. Revised papers can be sent after the deadline. These should be sent to the Center, the sessions Chair, and session Discussants.
6. Those interested in submitting papers to *Journal of Regulatory Economics* (JRE) should review the submission guidelines on CRRI's website. www.business.rutgers.edu/CRRI/JRE
7. Please let us know if the paper presented has been or becomes accepted for publication.
8. Question any the guidelines should be addressed to crri@business.rutgers.edu

GUIDELINES FOR SESSION CHAIRPERSONS*

Here are some practical steps to follow when you are designated to chair a session or panel. By “managing” your session carefully, you can assure the audience of getting the most out of each presentation.

In order to be fair to speakers, discussants, and the audience, the session chair must keep to a strict time schedule. Please observe the following

- All presentations for the session should be loaded and ready to go at least 15 minutes before the session begins.
- All speakers need to be in the room and identified five minutes before the session begins.
- Allot time for presentations, discussants, and Q&A. Example: 15 minutes per presenter, 10 minutes per discussant, and 15 minutes for Q&A.
- Communicate the allotments to presenters, discussants and the audience
- The order of speakers and discussants should be pre-arranged.
- The chair should state at the beginning when questions are allowed, e.g. clarification only during the talk, in which case the speaker’s clock stops, a limited number after the talk
- The chair sets the specific time during the session allotted to each speaker and discussant. For example, speaker 1 is allotted the time slot 10:00 to 10:20.
- The chair must have time cards to announce time left, beginning with 5 minutes to go.
- The chair must intervene when the time slot ends – even if the speaker says I am almost done. Please let the speakers know this in advance.
- The chair should ensure that ground rules he/she has announced are observed.
- Sessions should start and end on time