



# The Urban History Association



## UHA 2018 Conference Presentation Rules and Expectations

Each UHA session is allotted 90 minutes. Fifteen minutes are provided between sessions to allow enough time for the completed session participants to leave and the next session participants to set up for their presentation. Please be considerate of the time limitations of your session.

Participants in each panel, including the chair, are responsible for contacting fellow panel participants ahead of time to discuss and reach an agreement about specific time allocations. The UHA recommends that twenty-five minutes or more be reserved for audience participation. Please keep that in mind when allocating time for presentations, comments, and introductions.

The Program Committee encourages participants to speak extemporaneously or informally rather than read their presentation. This may not be ideal for all presenters but we urge all panel participants to consider this.

All presentations at the 2018 UHA Conference should follow the "words per minute" formula below. Speakers should plan on reading 100 words in 1 minute. This standard allows for the "asides" commonly made when speakers present their papers. Speakers read at different rates, but most speakers and listeners find this rate comfortable.

The formula is simple:

10-minute papers = 1,000 words  
12-minute papers = 1,200 words  
15-minute papers = 1,500 words  
20-minute papers = 2,000 words  
25-minute papers = 2,500 words

### **Chairs**

The most important responsibility of the chair is to keep the session moving smoothly and on time. Before the session begins, the chair should remind panelists of the time allotted for each paper or comment. Please be sure these expectations are clear to everyone.

Before the session begins, the chair should check that all the required material and participants are present. If there is a problem, please contact the room monitors in the hallway who will be moving from room to room to answer questions and troubleshoot. If a participant fails to appear, proceed with the session. Begin by making some brief prefatory remarks and introducing the first speaker or the entire panel. The chair has the option of introducing each speaker before they make their presentation.

Chairs must strictly enforce time constraints (no more than 90 minutes total). Failure to do so affects the speaking times of other panelists and succeeding panels. Chairs have the right to interrupt a speaker who fails to follow the time constraints. Chairs should indicate to a speaker (perhaps with a handwritten note) when they have one minute left and when their time has expired. The chair is also responsible for calling on people in the audience. Please ask audience members to identify themselves and affiliation, if any. The chair has the right to interrupt a

member of the audience who speaks too long or inappropriately. Chairs should plan to solicit or ask questions for a session participant who is being ignored.

### **Paper Presenters**

Paper presenters must send copies of their papers and a brief c.v. or biographical statement to the session chair and commentator(s) no later than September 18, 2018.

### **Other Session Types**

Panelists participating in workshops, roundtables, plenaries and other less traditional sessions are also allotted 90 minutes total. Participants in such sessions should reach agreement prior to the meeting on time allocations. These sessions allow for more flexibility, but they still must adhere to the 90 minute session time and we recommend reserving at least 25 minutes for audience response, questions, or panel discussion.