



Canadian Association for Commonwealth Literature and Language Studies  
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### **Best Practices for Panel Chairs:**

- Familiarize yourself with the room and technology. While all rooms come with basic a/v equipment and tech support, ensure that you arrive early so that you can manage the layout of the room (i.e. re-arrange chairs for presenter visibility, if necessary), turn on the computer, ensure that each presenter has water etc.
- Beyond managing the room, arrive 10-15 minutes before the panel so that you can greet and build rapport with the presenters. This may be a good moment to clarify any questions regarding pronunciation, confirm the order of presentations and ensure that all technology is working. If presenters need technology, be sure to set this up *before* the session begins so that transitions between papers run smoothly. If audio is needed, run a sound test. Think of lighting issues as well, especially for presenters who are using PowerPoint and/or video clips.
- Explain to your presenters how much time they have (20 minutes) and the method you will be using to regulate the time. Let them know that you will need to cut them off if they go well over the limit in order to ensure there is sufficient time for the Q&A.
- Email presenters ahead of time to confirm their bios and ensure that you have at least one question for the presenters in case you need to stoke debate/discussion afterward. We recommend running the Q&A once all presenters are finished as this facilitates a larger discussion that incorporates all papers.
- We recommend short introductions for each presenter before they begin their paper, rather than all at once in the beginning. Keep introductions short: presenter's name, affiliation, paper title and (potentially) one key publication if the presenter wishes to advertise their work. We also recommend reading out the territorial acknowledgement and to introduce yourself and the panel theme/topic before the papers begin. At the end of the session, remember to thank the presenters and audience members. If there is a plenary and/or key event afterwards, remind the audience of the time and location.



The below territorial acknowledgment for session chairs is taken from the Congress Guidelines and prepared by the UBC Ceremonies Office in conjunction with the Musqueam Protocol Office and the First Nations House of Learning for Congress 2019. See link the following link for full acknowledgement details:

<https://swoogo.s3.amazonaws.com/uploads/260454-5c8148fe12de2.pdf>

“I would like to acknowledge that we are gathered today on the traditional, ancestral, unceded territory of the Musqueam people.”

As the Congress guide notes, “it’s important that this recognition of Musqueam territory and our relationship with the Musqueam people don’t appear as just a formality. Take a moment to appreciate the meaning behind the words we use:

- Traditional: recognizes lands traditionally used and/or occupied by the Musqueam people or other First Nations in other parts of the country.
- Ancestral: recognizes land that is handed down from generation to generation.
- Unceded: refers to land that was not turned over to the Crown by a treaty or other agreement.”

### **Best Practices for Presenters:**

- Familiarize yourself with the room ahead of time, especially if you have a/v requirements. Make sure you bring multiple versions of your presentation (USB, email etc.) in case one does not work. Test the sound, if needed, before your presentation and think through your lighting needs. While on site tech support will do all they can to ensure the technology runs smoothly, prepare for the worst-case scenario (i.e. print out your PowerPoint etc.).
- Practice your paper in order to ensure that you stick to the time limit. Remember, chairs will be expecting 20-minute papers only.
- When you arrive, introduce yourself to the chair, reconfirm bio details and get to know the panel before the session begins.
- Consider making your presentation accessible to all members by reading through the Congress 2019 accessibility guide:  
<https://www.congress2019.ca/sites/default/files/congress-2019-accessible-presentations-en.pdf>

### **Best Practices for Audience Members:**

- Ensure that you come to the panel on time so that you are not disrupting and/or distracting presenters. If you must leave during a panel, sit next to the door so that you can do so quietly.
- Please ensure that all electronic devices are on silent.