

## Guidelines for Presenters

1. You must be a member of the national American Academy of Religion in order to participate in panels and activities of the American Academy of Religion/Western Region.
2. Panelists may present only one paper or response or participate in one panel per conference. We have set this limit in order to make limited participant spaces available to as many participants as possible.
3. Once your paper has been officially accepted, and you have confirmed your presence in a session, please maintain professional integrity by following through on your commitment to participate. Should you cancel at the last moment, or possibly even in the months preceding the conference, you will have denied another scholar the opportunity to present.
4. Paper slots in a session with three participants are typically 20 minutes in length. For most presenters this comes to only about *nine* typed double-spaced pages (in 12 point Times Roman). Please be considerate of other participants by editing your paper to fit within your allotted time slot.
5. The session moderator will usually give you time cues, commonly with five minutes to go, two minutes to go, and "Wrap Up!" These are to help you keep track of the time, and finish promptly so that all participants may be heard, and that discussions may occur. Remember that you have heard your paper, already. It is in your own interest that you leave as much time for discussion as possible.
6. It is helpful to send a copy of your paper in advance to the Unit Chair and to the session's respondent, if there is one. If a formal response is expected or required, you should submit your paper at least two weeks prior to the conference.
7. If the option is available, consider circulating your paper to the entire panel. This allows you to use your time to *teach* your paper, rather than *read* it. And this, in turn, means you can treat the session's attendees as what they are: an audience, people who want you to contact them as people. Look them in the eye and speak to them from your heart. This is good teaching. And teaching other teachers is good scholarship. For a detailed guidelines on how one AAR/WR section does this, see [PCR Presenter Guidelines](#).
8. Here is one more good guideline: be considerate of other people's time and effort—it is just as valuable as your own.