

Canadian
Political
Science
Association



Association
canadienne
de science
politique

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Notice to Participants

Responsibilities for all conference participants prior to and at the CPSA Annual Conference

Chairs

The chair is responsible for monitoring the entire session. The success of a session 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 (post-May 23) papers.
- Acquaint his/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 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 the name(s) of anyone who does not show up for a session (presenter or discussant).

In sessions where discussants are expected to prepare comments in advance, the chair has the option to drop from the programme any author not submitting a copy of his/her presentation to the appropriate discussant by May 23.

Please also note the following rules:

1. The CPSA conference will be held during the Congress of the Social Sciences and Humanities (Congress). Each CPSA conference participant must register for both the Congress and the CPSA conference. Anyone who does not causes a loss of revenue for the CPSA and is responsible for any increase in Congress registration fees. By not paying, participants only serve to withhold much needed support for the CPSA and penalize their paying colleagues with higher fees.
2. Each conference participant is responsible for his/her own travel arrangements.
3. Session chairs are not required to be members of CPSA but are more than welcome to join. Membership information is available at <http://www.cpsa-acsp.ca/membership.php>.

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 chair are to:

- Arrive early at the session to take part in informal discussions about the order of speaking and time limits (ordinarily 10 minutes is set aside for discussants).
- 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 paper it is helpful to begin by stating the major thrust of the paper, identifying its stronger or more interesting features
- (2) Focus the discussion on the paper's major argument;
- (3) Indicate whether you find the argument a compelling one;
- (4) State the basic merits and limits of the paper;
- (5) Conclude by stating linkages between papers.

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

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2. Each conference participant is responsible for his/her own travel arrangements.
3. Discussants are not required to be members of the CPSA but are more than welcome to join. Membership information is available at <http://www.cpsa-acsp.ca/membership.php>.

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 programme. Prior to the publication of the programme, you will be given the opportunity to edit the title and abstract of your presentation through the online system.

The responsibilities of presenters are to:

- Provide copies of their papers to all of the other participants in their session by May 23 at the latest. E-mail addresses will be available in the programme. 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 format copy of the paper must be sent to each of the following:
 - a. section head;
 - b. session chair;
 - c. discussant(s);
 - d. any other session participants;
 - e. the CPSA secretariat for posting to the CPSA web site.
- Ensure the paper text is SINGLE SPACED, not exceeding the *CJPS* manuscript submission word count of 8,000, including notes and appendices.
- Arrive early at the session to take part in informal discussions about the order of speaking and time limits (ordinarily 15 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 minutes):

- (1) No paper should ever be read verbatim. Such presentations are often not only dull but also 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.

Please also note the following rules:

1. For accepted presentations by single authors or multiple authors, each author must be a member in good standing of the Canadian Political Science Association (CPSA) by March 31 whether s/he is attending the conference or not. Membership exemptions will be provided by the CPSA secretariat to invited guests of the programme committee and to foreigners who can provide confirmation of a membership in their national association. The CPSA secretariat will contact all non-members about their membership status before the March 31 deadline. Should

you need to become a member of the Association, please see <http://www.cpsa-acsp.ca/membership.php> for more information.

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Poster Presenters

If your proposal is accepted, the details of the conference session in which you will be participating will be available in the on-line Programme. Prior to the publication of the programme, you will be given the opportunity to edit the title and abstract of your presentation through the online system.

The responsibilities of poster presenters are to:

1. Be present at their poster session and during the departmental reception if they wish to be considered for the CPSA Poster Prize.
2. Prepare a single poster that contains the following information: the title and author(s); the abstract (in large font); an introduction to the research question, methods (as appropriate), results, and a short bibliography; and any tables or figures that communicate the results of the research. Poster presenters should note that visual representations of results will be more effective than text.
3. Arrive early in order to prepare the poster for display in the assigned session. A poster board surface, 4' high and 6' wide will be provided for poster presenters. Fastening pins will be available at the conference but presenters are permitted to bring their own fastening materials.
4. Prepare a 3 minute presentation of the poster for the poster judges. Presentations must NOT exceed 3 minutes but can be less than 3 minutes. Presenters will be cut off from speaking if their verbal presentations exceed 3 minutes. Presenters are permitted to pre-tape these presentations ahead of time and to display them for the poster judges. If this option is chosen, poster presenters must provide a laptop to facilitate the playback of the pre-taped presentation.
5. Send a .pdf version of the poster to the CPSA secretariat for uploading to the CPSA website.

More detailed instructions to poster presenters will be emailed to poster presenters directly in early May. Please consult this email for additional information, as well as the online programme, for additional information.

Please also note the following rules:

1. For accepted poster presentations by single authors or multiple authors, each author must be a member in good standing in CPSA by March 31 whether s/he is attending the conference or not. Membership exemptions will be provided by the CPSA secretariat to invited guests of the programme committee and to foreigners who can provide confirmation of a membership in their national. The CPSA secretariat will contact all non-members about their membership status

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Graduate Student Three Minute Thesis Competition Participants

If your proposal is accepted, the details of the conference session in which you will be participating in will be available in the on-line Programme. Prior to the publication of the programme, you will be given the opportunity to edit the title and abstract of your presentation through the online system.

MA and PhD student competitors who participate in the Three Minute Thesis competition should have made substantial progress on their graduate research and analysis and must be available to present in both one initial heat of the competition (to be held during the first two days of the conference) as well as the final competition (to be held on June 1 during the lunch hour session). The scheduled initial heat will be indicated in the online programme.

The final competition of the top (up to) four presentations will take place in front of a non-specialist judging panel. Prizes will be awarded to the top presenters at that session.

Students are permitted to use one single static PowerPoint slide to augment their verbal presentations (no slide transitions, animations or 'movement' of any kind). No additional electronic media (e.g. sound or video files) are permitted. No additional props are permitted. Presentations are limited to 3 minutes maximum and competitors exceeding 3 minutes will be disqualified.

Three Minute Thesis presentations might be video-taped for posting to YouTube and/or the CPSA website at a later date.

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3. Each conference participant is responsible for his/her own travel arrangements.

Roundtable Participants

If your proposal is accepted, the details of the conference session in which you will be participating will be available in the on-line Programme. Prior to the publication of the programme, you will be given the opportunity to edit the title and abstract of your presentation through the online system.

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2. Each conference participant is responsible for his/her own travel arrangements
3. Roundtable participants are not required to be members of CPSA but are more than welcome to join. Membership information is available at <http://www.cpsa-acsp.ca/membership.shtml>.

Delegates

1. Delegates are asked to follow the rules set by the host university, to refrain from conversing in the hallways outside of sessions, and to refrain from leaving sessions early, that is, before all presenters have presented.
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