

Email Subject AATJ Conference: Info for Presenters and Chairs

Thank you very much for participating in the upcoming AATJ Annual Spring Conference in Columbus OH on March 13, 2025. This message is being sent to all lead presenters (of individual papers and organized panels) and session chairs. If you are presenting with co-presenters, please share this information with them. Please see the information below for presenters, and scroll down for information for session chairs.

Presenters:

Presenters are asked to do the following:

1. Check the program and confirm the location of your presentation in advance;
2. Bring your own computers and adapters (the rooms will only have projectors and HDMI cables, if you need a mini HDMI, USB-C, Apple dongle, or a clicker, please plan to bring it);
3. Arrive in the meeting room before the session begins;
4. Ensure that your presentation and Q&A stay within the allotted time;
5. Have your laptop turned on and ready to go so that there is no gap between presentations

Session Chairs:

Session chairs are asked to do the following:

1. Arrive in the meeting room before the session begins;
2. Call the session to order;
3. Introduce the presenters;
4. Assist the presenters with time management, using the time cards that will be available in the room.
5. Take photos of each title slide and presenter before or after each session and upload the photos to the share folder:

<https://drive.google.com/drive/u/2/folders/1mSBUAYUxoWIBVkQuR38YkqR6VBI1DeYK>

(Please refer to the details here:<https://docs.google.com/document/d/1RWsI0jF-yrN4tD7wAv1F1JKhYGisOrSK/edit?exids=71471483%2C71471477>)

Our sessions will take place in meeting rooms on the second floor of the Hyatt Regency Columbus Hotel (360 North High Street, Columbus, OH 43215). If you have not done so already, please check your room assignment on the conference program, which is posted online at <https://www.aatj.org/conferences-spring/> .

If you are chairing a session of individual presentations, please observe the following time outline: Each presenter is allowed 20 minutes for their presentation and 10 minutes for discussion – a total of 30 minutes.

PLEASE FOLLOW THE ORDER OF PRESENTATIONS AS IT IS GIVEN IN THE CONFERENCE PROGRAM, AND FOLLOW THE TIME SCHEDULE, allowing 30 minutes for total each presenter. If a presenter is absent for any reason, please do not move the next presentation up in time; rather, continue discussing the previous paper, or wait until the

appropriate time to start the next presentation. In many cases attendees will move between sessions to hear individual presentations, and they will time their arrival in the meeting room according to the place in the program of the presenter they want to hear.

If you are chairing an organized panel, you have no doubt already coordinated with your panel members. It is expected that you will use the time in a more flexible manner, but please observe the order of speakers as listed in your original submission.

The projectors in each room will be equipped with HDMI cables. If you need any other type of adapter (such as mini HDMI, C-port or Apple dongle) please plan to bring it. AATJ does not supply computers, so each presenter should bring their own.

If you have any questions, please contact the conference organizing committee at aatj@aatj.org.

Thank you again for presenting or serving as a chair! We look forward to seeing you very soon.

Yoshihiro Mochizuki and Jae DiBello Takeuchi
Spring Conference Co-directors
American Association of Teachers of Japanese