39th Annual Conference of the Association for Israel Studies
Israel at 75: Archives, History and Society
June 26-28, 2023, New York University

INSTRUCTIONS FOR CHAIRS AND PRESENTERS

1. Presenters in sessions of 2-3 people should allocate 20 minutes for their talk.
2. Presenters in sessions of 4-5 should allocate 15 minutes.
3. Presenters should send their paper or presentation to their chair within 7-10 days of the conference. And a very short bio.
4. All participant emails, in alphabetical order, are located along with the final program and index.
5. The classroom screening system uses a VGA or HDMI cable.
6. We recommend presenters upload their presentations onto the classroom computer in advance - using a USB stick.
7. Please be sure to bring any necessary toggles. (For Macs in particular).
8. The computer is connected to the screening system in the room.
9. Should your chair not show up to your session, please run the session yourselves. Time is of the essence in this very packed conference!

Notes for Chairs:

People will be travelling from afar in order to give a 15-20-minutes talk. It is our responsibility to give them a fair chance to present their work and enjoy their fifteen or twenty minutes of fame. Your role in keeping with the time frame is therefore crucial.

The presenters will be asked to send you their paper and/or presentation 7-10 days before the conference. And a very short bio. You will then have to decide how to organize the time during the session, and for example, whether to have a discussion at the end of the panel or after every paper.

It is recommended that presentations are all saved on the room laptop. It is connected to the screen via HDMI or VGA cable. As session chair, please do your best to make this happen early so that precious time is saved.

There will be a set of roving technicians dedicated to the conference, that can be called upon should there be an issue.