

PRESENTER INFORMATION
2019 SSO:USA CONFERENCE
The Darker Side of Occupations: Illegal, Taboo, Risky
October 3-5, 2019, Scottsdale, Arizona

CONFERENCE SCHEDULE

Tentative presentation times are provided for all speakers in the draft conference schedule on the conference registration page at www.sso-usa.org. PLEASE NOTE: These speaking times can shift at any time up to 9/1/19. Please plan to attend the full conference.

PRESENTATION TIMING

The purpose of this conference is to share occupational science research through a variety of types of presentations, with an emphasis on lively discussion and networking that contributes to the development of the science. To that end, *time limits will be strictly enforced*. During presentations, moderators will give a 5-minute warning, a 1-minute warning, and then the presenter will be asked to stop in order to open the session for discussion. Please time your presentation and PowerPoint so that you are able to cover your topic within the allotted time. Moderators will help to facilitate the discussion as needed. For the tentatively scheduled time of your presentation, see the conference program at www.sso-usa.org.

Paper presentations will have 15 minutes *maximum* to present, followed by 15 minutes of discussion.

Panels will have a total of 60 minutes allotted. During that time, audience members may be leaving or entering your session during the 5-minute passing time scheduled between all 30-minute sessions of the full program. Please plan your talks accordingly. You should allow a *minimum* of 20 minutes for discussion. Panel presenters should assign one of their panelists to moderate the session and facilitate discussion. SSO:USA will provide a moderator, but that person will primarily be responsible for keeping time.

Forums are allotted 60 minutes total. Forums are intended to generate discussion, so *ample discussion time* should be planned. *45 minutes of the forum time should be dedicated to discussion*. During that time, audience members may be leaving or entering your session during the 5-minute passing time scheduled between all 30-minute sessions of the full program. Please plan your talks accordingly. Forum presenters should assign one of their presenters to moderate the session and facilitate discussion. SSO:USA will provide a moderator, but that person will primarily be responsible for keeping time.

Posters will be presented during one 1-hour session during the morning break on Friday 10/4/19. Conference attendees will circulate among the posters, engaging in discussion with poster presenters. It can be helpful to offer a brief introduction to persons approaching your poster, but the poster presentation should primarily provide opportunities to read the poster and engage in an interactive exchange. The author should remain with his or her poster for the entire session.

EQUIPMENT

Each room will be equipped with a Windows-based laptop, LCD projector, screen and speakers. Plan to bring your presentation on a USB device. Allow time prior to when your session begins to upload your presentation and ensure your presentation is running smoothly so that no time is wasted transitioning from one paper to the next within a session. High-speed wireless internet will be available to presenters in all meeting rooms, on previous request to the Conference Committee Chair,

Doris Pierce, at ssoconference@ssu-usa.org. Any A/V concerns or difficulties should immediately be brought to the attention of the session moderator, who will seek staff assistance.

Posters should be mounted on poster frames prior to the session. The interior size of the poster frame is 3'8" tall by 7'8" wide. Be sure to bring pushpins or Velcro mounts to attach your poster to the frame. Poster frames will be available by 7:00 am on Friday 10/4/19 and posters should be fully mounted by 8:00 am. Poster layouts can be either portrait or landscape, as long as they fit within the dimensions of the poster frame. Be sure to make the text large enough to read from a few feet away.

If you have any special needs/ requests for your presentation please contact Conference Committee Chair, Doris Pierce, at ssoconference@ssu-usa.org as soon as possible.

HANDOUTS

If you choose to have handouts, please bring them with you. Previous presenters have found 20 to 30 copies to be sufficient.