

Institute of Behavioral and Applied Management (IBAM)

Author's Role

Papers accepted for Full Presentation Session

Congratulations on the acceptance of your paper for presentation at IBAM! The reviewers and division chair(s) have assessed that the conference participants would benefit from full presentation of the highlights of your work.

Papers in the Full Presentation Session should submit an abstract OR an abridged version of your paper (up to six [6] pages) for the program and the proceedings. They should be noted on your c.v. as follows:

Wollan, M.L. (2014, October). *The IBAM story: A review*. Full presentation paper presented at the annual meeting of the Institute of Behavioral and Applied Management, Orlando, FL.

OR

Wollan, M.L. (2014, October). *The IBAM story: A review* [Abridged Full Presentation Paper]. *Proceedings of the Institute of Behavioral and Applied Management*, 22, 208.

Here is a list of "to-do's".

Before the Conference

1. Submit the 6-page abridged version as requested to the IBAM Proceedings.
2. If your paper is revised before the conference, please send a copy of the modified manuscript to your session Chair and Discussant(s). This should be sent at least two weeks prior to the Annual Meeting.
3. Prepare a 1-paragraph bio (presenting authors only) for your introduction by the Session Chair and email the bio to the Session Chair at least two weeks prior to the conference.
4. Prepare a 20-25 minute presentation on your paper. Given this time constraint, your task within this session is to provide the highlights of your paper. One of your major objectives is to whet the appetite of the listener to read your paper. Importantly, you will be kept to the time limit of 25 minutes by your Session Chair.
5. In preparing your actual remarks, you are encouraged to consider including the following points in your presentation: (a) indicate the source of your work and the relationship it has with other areas, (b) sketch the basic structure of your model and/or research ideas, (c) highlight the hypotheses you tested, the general methodology used, and the analytical tools used to test the hypotheses, (d) discuss the implications of your work for researchers, practitioners and instructors, (e) state specifically what is different or superior about your approach and/or findings, and (f) indicate your willingness to discuss your ideas further with attendees. Above all, **DO NOT READ YOUR PAPER!** (This approach does little to generate interest on the part of the audience, and is ineffective in communicating your idea.)

Additionally, IBAM is interested in the practitioner-oriented and application of your theories to “real-life”. Please remember that point and try to dedicate a portion of your paper to the appreciation of how your paper informs the practice of management. While the literature review is important, try to minimize your points to the significant contribution of the extant literature relative to your specific paper.

6. In preparing your talk, you may want to use a PowerPoint presentation to convey important points to the audience. Please be sure that your slides are simple, clear and readable. The rule of thumb is that no font lower than 16 point should be used. Please plan to bring your presentation on a flash drive so that it can be loaded quickly on the session’s laptop. You are also encouraged to bring at least one copy of your presentation in the event of a technology failure. It’s recommended that you bring 6-8 copies for those who may be interested in reading the full version of the paper. You may also gather emails of those might be interested in receiving a copy OR distribute your business card so that interested parties may contact you for copies.
7. Prior to the conference, the Session Chair will contact all presenters to discuss (1) the arrangements for a laptop in your session and (2) the format for presenters and discussants to follow. Please maintain good correspondence with your Session Chair and Discussant in the weeks before the conference.

At the Conference

1. Upon arrival, become familiar with the conference site and the layout of the presentation rooms. Your session will be scheduled for a specific location on the program, so experiencing the layout and acoustics of the room you will present in will be helpful.
2. Rehearse your presentation, keeping your time restrictions in mind. Your Session Chair will alert you as time is running out.
3. Consider asking a colleague prior to your presentation to make notes of questions or comments made regarding your presentation, so that you can respond to the Discussant and audience without distraction.
4. Make arrangements to meet your Session Chair and Discussant (s) before your session convenes. Be at your assigned meeting room 10 minutes before the session is to begin and introduce yourself to the other session members, load your presentation on the laptop, and study the room.
5. Dress for the conference is business casual. You are encouraged to dress as you would for a professional presentation for your session.
6. In the event of an emergency that prevents you from attending the conference after your paper has been scheduled on the program, contact your Session Chair immediately.

Thank you for being part of IBAM. We look forward to a successful conference and to the presentation of your research.