DEAR DEVELOPMENTAL CLINIC CHAIR:

Thank you very much for agreeing to serve as a **developmental clinic chair** at the upcoming AIB meeting. We are grateful that you are joining the community of volunteers who are absolutely critical for the conference success.

In preparation, I am sending some guidance with regard to the organization of the developmental clinics. The developmental clinic is a new form of paper presentation at the AIB conference where authors receive feedback on their manuscripts from experienced scholars. The clinics are arranged in thematic groups with one senior scholar providing developmental feedback on multiple manuscripts in one session.

It was not possible to submit a paper for a developmental clinic. Rather, after looking at the reviews for the papers in their tracks, the track chairs identified some papers where they felt that some strategic academic advice and input would enable the authors to lift their work up to the point where it would be ready for submission to a good journal. Such papers are typically missing at least one critical element, while also having notable strengths.

The session chair, as a senior scholar, is absolutely critical to the success of the clinic. Rather than in the interactive sessions, where the role of the chair is to moderate the discussion to ensure a meaningful conversation across the individual presenters, the discussion in the clinics is mainly bilateral, between an individual presenter and the chair.

Below are some **key recommendations**:

1. **GET ACQUAINTED AHEAD OF TIME WITH THE PEOPLE AND PAPERS IN YOUR SESSION**

   As session chair, you are expected to contact everyone in your session well in advance – a good time to do this would be RIGHT NOW. You can see the participants in your session on the conference website: http://aib.msu.edu/events/2017/Program.asp . **In the developmental clinics, it is vital that you read all of the papers in advance of the session**. Starting June 1st, you will be able to download the manuscripts for your session by using the manuscripts' ID numbers which are written in parentheses in the detailed program. Alternatively, you can contact the authors and ask that up-to-date copies of the manuscripts be emailed to you.

   Please check the time of your session and make sure you have it penciled in your agenda.

2. **ENCOURAGE THE CIRCULATION OF THE PAPERS IN YOUR SESSION AHEAD OF TIME**

   Please encourage everyone in your session to read all papers before the conference, at the very latest, on the flight to the conference. This way, each participant can benefit more from the discussion, resulting in a more cohesive and stimulating session.

   We are sending out separate guidelines to the authors for all the sessions, but feel free to email them any additional or specific instructions as you feel appropriate.

3. **DISTRIBUTE HANDOUTS IN THE SESSION**

   Each presenter should bring 15-25 copies of a **summary** of his/her paper to the session as a handout. The handout should be just a sheet of paper with double-sided printing. These handouts

should be distributed by you - the chair, and/or the authors before the session starts, with the extras left at the entry doors so that people coming in to the sessions can pick up the papers. Any leftover handouts, once the session is over, should be collected by the session chair (yourself) and returned to the "Announcements and Handouts" booth at the Exhibit Hall. This will give an opportunity for all conference attendees to browse through leftover summaries for those sessions that they missed.

4. ORDER OF PRESENTERS

Unless there is a problem, please keep to the order of papers, as outlined in the official Final Program. Although we do not expect much of an audience to be present at the clinics, some people might still "hop" from one clinic to another, to listen to a particular paper based on the order shown in the program. However, we are asking that each presenter remains in the session in which they are scheduled throughout that session, in courtesy to the other speakers, and again to ensure a more coherent session.

5. MANAGE THE SESSION TIME

All sessions are one hour and fifteen minutes (75 minutes) long. Most sessions have five presenters, which gives exactly 15 minutes allocated to each paper.

The presenters will be seated in small tables with the presenters and one session chair at each table. There will be no presentation equipment available for these sessions.

To introduce the papers, each presenter will be asked to give an 'elevator pitch' (1 minute - 150 words) to explain the core research question and main findings. The remainder of the time will be dedicated to the feedback and dialogue between the presenter and the session chair. The goal is for the presenters to learn from the direct feedback they receive, as well as from listening to the comments provided to the other participants. If time allows, comments from the other presenters can also be considered.

Unlike in the interactive sessions, where the authors receive feedback from multiple sources, the key aim of the developmental clinics is to give the presenters an opportunity to discuss their work with one senior scholar, who can provide more guided feedback on how to further develop the paper.

Please do <u>enforce the time limits we have proposed.</u> Do not let a presenter run on and take time away from the presenters that follow, or from the feedback that they themselves will receive. Do not put your presenters in the untenable situation in which the time for the session is up and others need the room, but your session hasn't ended yet (you will be asked to leave the room at that point!) – watch the clock to see that everyone gets their fair share of the time, and the session can be adjourned on time.

6. **HOW TO START A SESSION**

   As chair, it is up to you to start the session. The first thing is to start on time. This is often hard to do, especially first thing in the morning when people can straggle in, but it is important to start on time, even if others join the session late. The second thing is to simply introduce the topic and the speakers. Your whole introduction should take no more than 2 minutes. Try to introduce from the very beginning an informal first-name tone.

7. **AUDIO-VISUAL EQUIPMENT**

   In the developmental clinic rooms, there will be no audio video equipment. The authors are not expected to make a formal presentation, and as such they should not expect to find a computer or a projector.

8. **OTHER SUGGESTIONS**

   Meet the participants of your session 10 minutes BEFORE the session starts so that everyone can be introduced, handouts can be distributed, and you have a chance to tell them how you wish to conduct the session. Please try to do this before the session starts, to avoid having to do this in the time of the session itself.

   It also helps to give your session members your room number in the hotel or a mobile telephone number where you can be reached should an emergency occur. If that unwelcome emergency does occur please let your session members know as soon as possible, and make other plans. Please be prepared for the unexpected!

9. **NO SHOWS**

   In common with other academic associations, AIB enforces a "no show" policy, to maintain the integrity and quality of the conference. This policy requires that at least one author of each manuscript listed in your session must register, attend, and present at the designated session. You can find more about this policy at http://aib.msu.edu/aboutnoshow.asp . Therefore, we would like to ask for your assistance in informing us if a paper was not presented at your session.

   At the end of your session, please report any "no-show"s to either the AIB staff at the Registration Desk, or via an email to aib@aib.msu.edu.

I hope you find the above recommendations useful and look forward to seeing you all in Dubai!

Sarianna Lundan, Program Chair
AIB 2017 Annual Meeting
2017chair@aib.msu.edu