DEAR INTERACTIVE SESSION PRESENTER:

We look forward to welcoming you to the AIB 2017 Annual Meeting in Dubai! Thank you for your submission and congratulations once again on being selected for the conference program!

In preparation, I am sending some guidance with regard to the organization of the interactive sessions. While many of you are already very experienced at presenting conference papers, for others this will be a first time experience. In either case, we hope you find these suggestions helpful.

At AIB, Interactive Paper Sessions are held in a **roundtable format** and are intended to be genuinely interactive in nature (among all participants). To achieve this objective, **presenters will not be asked (or allowed) to make a formal presentation with PowerPoint or overhead slides**. Instead, each presenter will take 5 minutes to briefly outline the main ideas and key contributions of their paper. This will be followed by a conversation and discussion among all presenters, the session chair, and other attendees. Please consider the following suggestions.

1. READ THE PAPERS IN YOUR SESSION

Please check the details of your session at http://aib.msu.edu/events/2017/Program.asp . Starting June 1st, you will be able to download the papers in your session by using the manuscripts' ID numbers written in parentheses in the detailed program. Please read the papers ahead of time. This way, each presenter can attempt in their presentation to link their papers to the other presentations for a more cohesive and stimulating session.

We also ask that you remain in the session in which you are presenting for the entire session, in courtesy to the other speakers, and again to ensure a more coherent session.

2. BRING A HANDOUT TO THE SESSION

You are strongly encouraged to bring 15-25 copies of a **summary** of your paper to the session as a handout. The handout should be just a sheet of paper with double-sided printing. No one wants to carry dozens of papers with them when they return home, but having a summary during the session can be very helpful to the audience in terms of understanding the paper. On the handout, present the key points of the paper, for example your slides or the Abstract, Hypotheses and Tables of Results. The paper title, author(s) and their addresses should be at the top, along with the session date and time. These handouts should be distributed by 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 a copy. Once the session is over, any leftover handouts should be collected by the session chair and/or authors 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.

3. MANAGE YOUR PRESENTATION TIME

The physical layout of the room will be a roundtable in the center of the room with approximately 10 chairs for presenters and session chair that allow for direct interaction and then an outer ring of chairs for other participants that are more than welcome to join the discussion. There will be no computers or computer projectors in the room.

All sessions are one hour and fifteen minutes (75 minutes) long and many interactive sessions have 6-8 presenters. Unfortunately, given these very tight constraints, we can only afford to allow presenters 5 minutes in which to briefly outline the main ideas and key contribution of their papers. To maintain the interactive nature of the session, and to ensure enough time for feedback to all authors, the 5 minute limit will be strictly enforced. It is highly unfair to the other speakers if one speaker takes up more than his/her allotted time and thus reduces the time allotted for everyone else. The earlier speakers in a session carry the greatest responsibility in this regard because they control the time for all the other presenters. Bring a stopwatch or small clock and use it!

I have asked session chairs to try to hold the discussion of each paper immediately after each presentation, or a couple of clearly related presentations. The total amount of time for each paper in aggregate (presentation and comments) will typically be no more than about 9 minutes where there are 8 papers. You should focus on the main research questions and findings of the paper and not include a discussion of sample, methods, etc. The presentations in the session should be structured as a conversation (i.e. short interventions and highly interactive), not as a sequence of monologues.

Interactive sessions are supposed to stimulate discussion among participants on common themes that cut across the individual presentations. So, read all papers in your session in advance and be prepared for an engaging conversation with colleagues who are struggling with the same research issues as you. Given the time constraints, I strongly suggest that you resist from engaging in prolonged discussion during the session itself with regard to the remarks on your work as it reduces the time available for further feedback to you. Instead, you could continue the discussion informally later after the close of the session, and during the breaks. Make a point to try to meet up later with anyone whose further observations on your work may be helpful to you!

4. MAKE A QUALITY PRESENTATION

There will be no computers or computer projectors in the room. Your handouts will be the main visual aids used during your overview. I suggest you go right to the heart of the matter, and focus on the key contribution and main findings (in summary form in words, not as a full table of results).

The Appendix below presents some specific suggestions for presenters in terms of WHAT TO present and WHAT NOT to present in the content of your presentation. It was originally presented at a workshop on improving the effectiveness of AOM sessions at The Academy of Management 1999 conference and has been adapted for AIB use. While this advice was designed for longer presentations, you may still find it helpful, since it focuses on how to get to the point of your argument.

5. OTHER SUGGESTIONS WITH RESPECT TO YOUR PRESENTATION

It is very helpful for session participants to meet 10 minutes BEFORE the session starts so that everyone can be introduced, the handouts distributed, and the format of the session explained again. So, please arrive early for your own session. Your prompt appearance will relieve the chair of the anxiety of worrying whether you will be there or not. It also means the session can start on time.

It would be advisable to give your session chair 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 and you cannot make the session, please let your session chair know as soon as possible. Please also inform the AIB Registration Desk at the conference so the information can be passed along to us.

6. 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 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.

Similarly, if for any reason you are unable to present your paper, please inform both your session chair and the AIB Secretariat *in advance of your session*.

I hope you find the above suggestions useful and I look forward to seeing you all in New Orleans!

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APPENDIX – The Role of the Presenter

** Abstracted with permission from "Making AOM Sessions Exciting!" by Jing Zhou (Rice University) and Russ Coff (Emory). The report was based on an AOM workshop, August 8, 1999, Chicago, IL, where the panel members were the two co-authors of the report, Sally Blount-Lyon (Chicago), Michael H. Lubatkin (Connecticut), Karl Weick (Michigan) and Edward J. Zajac (Northwestern).*

PRESENTER:
The presenter's job is to "sell the paper" and convince the audience that it is worth reading. This requires emphasis of the contribution rather than a summary of all sections of the paper.

The following are some ideas for how authors can get the audience engaged and excited about the paper. Most practices in the "DON'T" column are standard procedure and the suggestions may seem radical. However, the object should be a presentation that *covers less* but makes a compelling argument that the paper *should be read*.

PURPOSE OF PRESENTATION:
DO NOT: Present summaries of all sections of the paper.
DO: Present enough to tell the audience that the paper is worth a read – tell a good story. Focus on the contribution. Minimize discussion of sections that don't stress what is new and different.

PRESENTATION FORMAT AND TIMING:
DO NOT: Save the punch line as a sort of surprise ending. Plan for 10 minutes in case there is extra time. Use small fonts or too many overheads.
DO: Consider starting with the conclusion and then explain why you reached it (e.g. methods/results). Provide a 1-page handout describing your contribution and key points. Plan for 10 minutes – it is easier to elaborate than to cut things out. Use fonts larger than 28 pt.

AUDIENCE INTERACTION:
DO NOT: Give a monologue describing your research.
DO: Create expectations that you expect active audience participation. Survey/work the audience before the session starts. Look people in the eye and talk to them (not at them). Identify issues or problems on which you would most appreciate audience input.

INTRODUCTION:
DO NOT: Focus on why you decided to do the study.
DO: Do focus on what is interesting and new about what you have learned. Do try to start off with a real-world analogy/story.

THEORY:
DO NOT: Present a broad literature review (cites, etc.). Explain every arrow in a complex figure.
DO: State the problem, why it is interesting, and what you will add. Explain what is new in this model over past contributions.

METHODS:
DO NOT: Describe the sample measures, and validation of instruments.
DO: Provide a summary of why the measures are linked to the theoretical construct. Establish face validity and assure that more rigorous methods were applied.

RESULTS AND CONCLUSIONS:
DO NOT: Present any tables with numbers.
DO: Present what was significant (+ and - signs). Explain what the data tell you - not tests. Say broadly what we have learned and what needs to be done now. Urge the audience to read the paper for details.