

DEAR DEVELOPMENTAL CLINIC 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 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.

While some of you may have experience of a similar format from other conferences, for many this will be a first time experience. In either case, I hope that you will find these suggestions helpful.

1. READ THE OTHER 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, you will be better able to follow the feedback given to the other participants.

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

2. BRING A HANDOUT TO THE SESSION

You are 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

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.

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

4. THE AIM OF THE SESSION

Unlike the interactive sessions, where the authors receive feedback from multiple sources on their paper, the developmental clinics 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.

The goal is for the presenters to learn from the direct feedback they receive, as well as from the comments provided to the other participants. If time allows, comments from the other presenters can also be considered.

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 and handouts distributed, to avoid having to do this in the middle of the session itself. 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 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.

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 Dubai!

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