



Canadian Council for Southeast Asian Studies
Conseil Canadien des études sur l'Asie du Sud-Est

Conference Guidelines

Power in Southeast Asia | 2019 Conference of the Canadian Council for Southeast Asian Studies (CCSEAS)

Presentation Formats

Panels

The aim of academic panels is to share knowledge with the audience through the presentation of papers linked by a common theme. Panels must include a chair, have at least 3 paper presentations, and an optional discussant. The conference does not impose a strict format, as it is up to the panel session presenters, chairs, and discussants. The suggested division of time is 15 minutes for each paper, 10 minutes for commentary from the discussant, and 20 minutes for questions and answers from the audience. *We strongly recommend that there is enough time for discussion from the audience.*

Roundtables

The aim of roundtables is to facilitate a discussion amongst presenters and audience participants about a particular topic or issue, which may be broader than a panel topic. The organizer, moderator, and presenters of the roundtable will determine their own preferred format. Roundtable participants prepare brief remarks rather than formal papers to engage in substantive dialogue and encourage discussion among participants and the audience.

Audio-Visual Equipment

All rooms will be equipped with a projector for power point presentations. *The rooms will not have a laptop.* Therefore, members of the panel must bring a laptop if they want to do an audio or visual presentation.

Film Screenings

Please note that given our limited resources, film screenings will have access to equipment similar to that which is available for regular paper panel sessions. We cannot provide laptops, DVD players, or other special equipment.

Roles

Chairs

Every panel session must have a session chair. Individual paper panels must also identify and designate their own chair. Chairs introduce panel members, ensure that presenters keep within the time limits, and facilitate discussion. Paper presenters and discussants may also chair the panel session in which they are presenting.

Discussants

Discussants are not required for panel sessions, but are strongly encouraged. Discussants offer critiques and constructive comments on each paper and on the panel with an eye toward stimulating discussion. Discussants may also serve as the session chair. It is up to presenters to identify and designate discussant for their panel sessions.

Paper Presenters

Paper presenters should send a copy of their paper to members in their panel session well before the conference to ensure a substantive and stimulating session. It is suggested that papers are sent at least 2 weeks before the conference.