



Guidelines for Presenters and Discussants at the NEERO 2022 Annual Conference

Welcome to NEERO 2022! This document contains different sections based on the various ways you may be participating in the conference. Please read all that apply to you.

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Important Dates

March 6, 2022	<ul style="list-style-type: none">• Early Registration Deadline via Eventbrite• Book your hotel room (if applicable) at the Sheraton Portsmouth
March 23, 2022	<ul style="list-style-type: none">• Deadline for paper authors to submit papers to OpenConf
March 24- April, 5, 2022	<ul style="list-style-type: none">• Discussants read and prepare comments for papers
April 6, 2022	<ul style="list-style-type: none">• NEERO 2022 is live!• April 6 - Virtual• April 7 and 8 - In-Person

Guidelines for Discussants

For the 2022 Conference, there will be Discussants assigned to paper and roundtable sessions. The role of Discussant is to facilitate a smooth and engaging session, and to provide constructive and supportive comments to presenters. Please see a description of your role below.

Prior to the Conference

Review the program to confirm the date, time, and location of the session:

https://www.openconf.org/NEERO2022/modules/request.php?module=oc_program&action=program.php&p=program

(Paper Sessions) The Discussant is expected to read all papers in the session submitted prior to the conference and to prepare comments. In preparing comments, the Discussant should keep in mind that the mission of NEERO is to foster skill development in research and evaluation methodologies by providing a stimulating, supportive, and friendly forum for scholarly presentations. Comments prepared for authors during the session should not focus on flaws and weaknesses in the presenter's study, paper, or presentation. The Discussant may provide the presenter with constructive, written comments on the submitted paper following the conference.

(Symposia) Chairs and Discussants for symposia typically select to communicate directly with presenters and obtain their session's papers outside of OpenConf. Please communicate your preference to the presenters in your session.

To access the papers submitted to OpenConf, please follow the directions below:

- Go to the OpenConf site:
- <https://www.openconf.org/NEERO2022/openconf.php>
- Scroll down to "Session Chairs and Discussants," --> Sign in
- Select account type Author (if you are an author) or Committee Member (if you served as a proposal reviewer)
- Enter your password that you used as a reviewer or author.

OpenConf papers will begin to become available on Wednesday, March, 23, 2022, though your patience is appreciated.

If papers are missing or you are unable to access your papers, please email neeroconference@gmail.com for assistance.



During the Conference

Arrive as soon as possible; aim for arriving at the session 10 minutes before the start time. Wednesday, April 6 sessions will be hosted on Zoom. Links will be sent to you and the presenters ahead of time.

Ensure that all presenters are in attendance and technology needs are met and connected (if applicable). Ensure presenters who will be presenting via the projector have their documents ready to share. For virtual sessions, ensure all presenters are able to share their screen. Problems should be sent to NEERO Organizers via text message at 617-548-8764. A NEERO representative will come to your session to assist.

Check the title of each presentation and the pronunciation of each presenter's name.

Begin the session on time, welcome attendees, and announce the session title.

Introduce each presenter and monitor the time of their presentation. Alert the presenter to 5, 2, and 1 minute warnings, either with a hand signal, sign, or in the Zoom chat. Note that some presenters may not acknowledge (or be able to see) these alerts. You may need to interrupt the presentation in order to ask presenters to conclude so that you can move on with the session.

To the extent possible, the Discussant should attempt to synthesize the research presented across the presenters focusing on the topic, methods, and/or the importance and potential impact of the questions being posed through the research. NEERO acknowledges that although every attempt is made to group presentations with a common theme, it may not be possible to make a connection across all of the work within a session.

Following presentations, share comments with the presenters and moderate the question and answer session with the audience. For symposia and paper sessions, hold comments and discussion to the end of the session. For roundtable sessions, allow comments and discussion after each presentation.

NEERO will gather feedback for each session through an external form (TBD). You should direct attendees to the feedback form prior to concluding the session.

End the session on time.

Guidelines for Paper Presenters

Prior to the Conference

Upload your complete, final paper in OpenConf no later than March 23, 2022, so that the Discussant of your session has time to read your paper prior to the conference.

(Note: Symposium chairs/discussants may prefer to gather final papers directly from presenters outside of OpenConf. Please defer to them for guidance.)

To upload your final paper:

- Go to: <https://www.openconf.org/NEERO2022/openconf.php>
- Under "Authors," click on "Upload Paper"
- Select "Final Paper"
- Enter your submission ID and password, and attach the complete paper selecting the format (i.e., .doc, .docx, .pdf)
- Please note that final papers must be uploaded in Microsoft Word (.doc or .docx) or PDF (.pdf) format

Review the program to confirm the date, time, and location of your session:

https://www.openconf.org/NEERO2022/modules/request.php?module=oc_program&action=program.php&p=program

Each paper has been organized in a session with 3 or 4 paper presentations.

Please prepare a ~15-minute presentation summarizing your study.

During the Conference

(Note: If you are presenting as part of a symposium, your chair or discussant may have developed an alternative structure for your session. Please defer to them for guidance.)

Arrive as soon as possible; aim for arriving at the session 10 minutes before the start time. Wednesday, April 6 sessions will be hosted on Zoom. Links will be sent to you and the presenters ahead of time.

During your session, most in-person presenters will present a slide deck via a projector. Projectors will be provided; presenters should plan to bring their own device (laptop, tablet), power cord, and clicker/pointer. Virtual presenters, on Wednesday, April 6, should be able to share their screen in order to display their presentations. Problems should be sent to your session Discussant and/or NEERO Organizers via sending a text message to 617-548-8764. A NEERO representative will then join your session to assist.



Ensure your discussant has the correct title of your presentation and the correct pronunciation of each presenter's name.

The discussant will alert presenters with 5, 2, and 1 minute warnings. Please acknowledge these alerts. Note that the discussant may need to interrupt the presentation in order to ask presenters to conclude so that the session can move on.

Following the paper presentations, the Discussant will provide feedback and open up conversation to the audience.

You are encouraged to network with your fellow presenters as well as your Discussant prior to and throughout the conference.

Guidelines for Roundtable Presenters

Prior to the Conference

Review the program to confirm the date, time, and location of your session:

https://www.openconf.org/NEERO2022/modules/request.php?module=oc_program&action=program.php&p=program

Please prepare a ~15 minute presentation of your study that includes questions for feedback and discussion.

As a roundtable presenter, you are welcome to share a 1-page handout or materials that will help to facilitate the overall professional discussion. You are not required to upload a paper to OpenConf or send materials ahead of the conference.

During the Conference

Each roundtable presentation has been organized in a session with 3 or 4 presentations. The goal of the roundtable session is to hear and learn from other researchers. The session is meant to provide researchers with guidance and support in the research process. You should not prepare a formal presentation, and you should be prepared to ask for and offer feedback to fellow presenters and attendees. For virtual roundtable presenters on Wednesday, April 6, you may share a link to your handout in the Zoom chat or share your screen as you discuss your work.

You are encouraged to network with your fellow presenters as well as your Discussant prior to and throughout the conference.



Guidelines for Poster Presenters

Prior to the Conference

Poster presenters should prepare a visual that can be physically displayed at the conference on April 7th, 2022. If you are presenting virtually, please email neero.conference@gmail.com to obtain mailing instructions for your materials. Virtual presenters will attend the Poster Session via Zoom.

During the Conference

On April 7th, check that your visuals are displayed successfully in your poster area in the Ballroom. Problems should be sent to NEERO Organizers via sending a text message to 617-548-8764. A NEERO representative will come to assist.

You will need to be available with your Poster during the NEERO poster session on Thursday, April 7 from 3:45-4:45pm. Presenters are expected to be present during the entire poster session and be available to answer questions from conference attendees.

Arrive as soon as possible for the poster session; aim for joining the session 10 minutes before the start time.

During the live session, you will not be presenting anything formally but will be available to discuss your work, answer questions, and network with conference attendees who come to your Poster area.