

Conference Roles and Responsibilities

Format: Discussion roundtables, developmental feedback

Presenter

- Be prepared to provide a 3-5 minute overview of your case (verbally, no PowerPoint needed)
 - Target course/audience
 - Identify key theory/concept which this case can be used to teach
 - Type of case (decision, descriptive)
 - Source of data
 - Synopsis of case
 - Any specific questions you have or help for which you are looking
- Arrive at the session on-time and ready to listen and present your case
- Actively participate in the session
- Read the other cases schedule for your table and be ready to provide feedback

Discussant

- Review your assigned papers, prepare developmental feedback for each paper (written and verbal)
 - One page, bullet points
 - If you marked up the manuscript or have more detailed notes or edits on the manuscript, feel free to share these also
- Based on the number of presenters and mentors, prepare a time plan for the session...give each presenter 3-5 minutes to share an overview and ask key questions, give each mentor (including you) time to provide developmental feedback, and if possible allow time for general discussion
- Arrive at the session on-time and ready to listen and share your feedback
- Start the session on-time
- Facilitate introductions
- Explain the ground rules in terms of timing and the focus on developmental feedback (helpful, focused on how to be even better, framed as improvements not problems)
- Facilitate the presentation/feedback process...ensure that everyone has a chance to speak and be heard and that the feedback is developmental
- Ensure session ends on time
- Thank everyone for participating