

**EASTERN SOCIOLOGICAL SOCIETY
93rd Annual Meeting
February 23-26, 2023
Hyatt Regency Inner Harbor
Baltimore, MD**

Dear Colleague,

To ensure that each presenter has sufficient time to present their papers, we ask that the Presider, or if there is no Presider, the panelists collectively, follow this guidance for panels and presentations:

Paper sessions are 90 minutes in length. Please plan to allow 20 minutes for audience discussion, which leaves 70 minutes for presentations. ESS will not provide laptops or Macs for sessions.

PRESIDERS: Please plan to e-mail the authors in your session about the allocation of time and provide them with guidance about the session's structure and time limits. If there is time, you may also pose questions to the panelists.

Session presiders are responsible for arranging to have a laptop computer at the session. Please check the room to ensure that your computer will connect with the projection equipment prior to the session. **Mac Computers require a special connector to plug into a standard VGA/HDMI cable.** You are encouraged to bring your own VGA/HDMI cable. In order to have presentations preloaded prior to session, ask the other presenters to send their presentations to you *at least 24 hours before the session*. This allows for ease of transition between panelists and little “down time” between presentations.

PANELS WITHOUT A DESIGNATED PRESIDER: Please have a laptop computer at the session. It is best if you coordinate with your co-panelists to see if one of you can arrange to have all presentations sent to them and uploaded onto one laptop which will be used throughout the session. This allows for ease of transition between panelists and little “down time” between presentations.

Please check the room to ensure that your computer will connect with the projection equipment prior to the session. **Mac Computers require a special connector to plug into a standard VGA/HDMI cable.** You are encouraged to bring your own VGA/HDMI cable. In order to have presentations preloaded prior to session, ask the other presenters to send their presentations to you *at least 24 hours before the session*.

Questions? ess@wpunj.edu

Thank you!

