

## **Guidelines for LSA (2017) Presentations and Roundtables**

Dear LSA Participants and Chairs:

Below are the list of guidelines for LSA presentations, roundtables, and chairing sessions.

Some sessions will run during 90 minutes, while others will run during 120 minutes.

Sessions running during 90 minutes will have **3 presentations, with each paper given 20 minutes**, to be followed by 30 minutes for Questions & Answers. Sessions running during 120 minutes will have **4 presentations, with each paper given 20 minutes**, to be followed by 40 minutes for Questions & Answers. Questions and comments will be asked or made at the *end of all the presentations*.

For **roundtables**, Chairs and/or Moderators will decide on how best to proceed within the 120 minutes allotted per session.

**Chairs and/or Moderators** should be mindful of their roles. We are asking chairs of panels and roundtable moderators to allow audience members to be first to ask questions, followed by the presenters, and only then should the Chairs and Moderators have their turn. We are looking forward to your participation in this event. Your presentation will make an important contribution to the dialogue and knowledge concerning important themes of the Lusophone world.

We look forward to seeing you at the conference.