The Council for the Study of Community Colleges

CSCC Guide for Presenters, Session Chairs and Attendees

Below are instructions and information for presentations at the 2024 CSCC conference in Pittsburgh, Pennsylvania April 18–20. *Please note*: All presenters, session chairs, and attendees are required to register for the conference (https://www.cscc.pitt.edu/annual-conferences/). The regular registration rate is available through March 15, 2024.

Pre-Conference Sessions will be 75 minutes long. Pre-conference sessions will take place on Thursday, April 18th from 2:00pm–4:45pm, prior to the opening keynote session (5:00pm–6:00pm) and welcome reception (6:00pm–8:00pm). Pre-conference moderators/presenters may organize their session in any way they choose. A projector and screen will be available in each room, but **presenters must bring a laptop**.

Scholarly/Research Paper Sessions will be 75 minutes long. Each author/author team will be given approximately 15 minutes to present, followed by 15-20 minutes for Q&A.

- **Paper presenters** are encouraged to use a presentation tool (e.g., PowerPoint, slide deck, Prezi) to guide their presentation and engage the audience. A projector and screen will be available in each room, but **presenters must bring a laptop**. It is recommended that presenters bring their presentation on a flash drive as well. *Note: Research/scholarly paper presenters are not required to submit a paper and CSCC does not use discussants*.

- **Paper session chairs** are responsible for (1) introducing the papers and presenters, (2) keeping track of time, (3) facilitating Q&A after the presentations, and (4) concluding the session. When possible, it is recommended that chairs introduce themselves to presenters and ask them their preferred names and pronunciations before the session begins. It is suggested that session chairs use signals to give presenters a 5-, 2-, and 1-minute warning.

Symposia will be 75 minutes long, including approximately 15 minutes at the end for Q&A.

- **Symposium presenters** may organize their session in any way they choose. A projector and screen will be available in each room if presenters choose to use a presentation tool (e.g., PowerPoint, slide deck, Prezi), but **presenters must bring a laptop**. It is recommended that presenters bring a presentation on a flash drive as well.

- **Symposium moderators/chairs** are responsible for (1) introducing the presenters, (2) keeping track of time, (3) facilitating Q&A after the presentations, and (4) concluding the session.

Roundtable Sessions will be 75 minutes long with a chair that helps facilitate the entire session. This session format will take place in a room with 8–10 tables. Each table will feature one or two roundtable papers.

- **Roundtable session chairs** play an important role in facilitating interaction and participation among participants. Keep in mind that many presenters may be first-time CSCC presenters who may have questions or need support, so please be ready to help them as needed. Chairs should welcome attendees and help them find a table of interest, if needed. If/when a presenter does not have any attendees at their table, roundtable chairs are encouraged to sit at the table and participate as they see fit. If/when two or more tables do not have any attendees, it is suggested that chairs ask presenters to move to the same table and take turns discussing their research/topic. At the conclusion of the session, chairs thank attendees for participating and presenters for sharing their work.

- **Roundtable presenters** are encouraged to bring a handout to share with attendees that summarizes key ideas related to their work and/or outlines discussion topics/questions. They should begin discussions by introducing themselves and sharing informal remarks about their research/table topic. It is recommended that the majority of time with attendees be spent leading a discussion and inviting attendees to ask questions. **No technology/equipment will be provided for roundtable sessions**, so if you have any portion of your roundtable content on a computer, you must bring your own laptop. *Note: Roundtable session presenters are not required to submit a paper*.

Other Important Considerations:
- *Land acknowledgment*: The general conference will begin with a land acknowledgment on the evening of Thursday, April 18th. Chairs and moderators may also provide an Indigenous land acknowledgment when introducing their session. The City of Pittsburgh's land acknowledgment can be found [here](#) and University of Pittsburgh Indigenous land acknowledgment is available [here](#). Chairs and moderators are also encouraged to engage in their own learning about Native American history and tribal communities throughout Pennsylvania, with a few resources listed below to get them started.

  - [The Lenape seek a return home](#)
  - [Indigenous People of Pennsylvania](#)
  - [Native Americans in Pennsylvania](#)
  - [Pennsylvania Historical & Museum Commission](#)

- *Bridging research and practice*: This year's conference aims to highlight practitioner insights and daily work toward catalyzing equity-centered change. We encourage chairs/moderators to facilitate and/or pose questions about implications for practice, practitioner perspectives, and/or other discussion points that highlight important connections between research and practice.

- *Session promotion*: All presenters are welcome to promote their session(s) through networks and social media, along with any relevant information they would like to make available ahead of their presentation(s). Whova, the platform that will host the CSCC conference schedule and events, is an excellent space to interact with and publicize sessions.

- *Accessibility*: Access is important to CSCC and its community. If you have questions or concerns about accessibility, please reach out to us (cscc@pitt.edu) and we will do our best to support any needs. For additional accessibility information:

  - Sheraton Pittsburgh Hotel at Station Square has several hotel and room accessibility features. Please visit their site or call 412-261-2000 if you have questions.
  - All-gender restrooms are available on the first and second floors of the conference space.
  - Free password-protected Wifi is available at the conference hotel. A password will be provided to attendees at the conference.
  - Conference spaces are accessible via elevator and stairs.
  - Presenters are encouraged to make their presentation(s) accessible to all attendees by following W3C Accessibility Principles.
  - In creating menus, CSCC strives to ensure a variety of food options. If the food options do not meet an attendee's dietary needs, please notify a hotel server and they can assist you.

- *Being considerate*: Please be mindful that there is likely a session taking place after in the same room. Be sure to end on time and move any conversations outside of the room so the next session can begin as scheduled.

If you have questions, please contact Xueli Wang at xwang273@wisc.edu. The CSCC program committee appreciates your contribution and service!