

## Database Instructions and Definitions

### *Presenter Information*

In order to ensure that your name, affiliation and e-mail are presented correctly in the program, please review your contact information:

Go to “Manage your account” then “Edit your contact information” then “Contact Information”:

All fields must be completed: First Name, Last Name, Affiliation, and Email.

### *Data Entry Information*

Special characters (i.e., “, ”, ã, á, ®) may not be exported properly to create the program. Please limit the use of special characters.

Cutting and pasting directly from a word document or pdf file into the description box may not display properly in the database nor export correctly for the program. This is due to the formatting embedded into the original document. If you would like to cut and paste from a word document, please use the “Paste from Word” feature on the “Create Presentation” page: under “Description”, click the button with the Clipboard/Word symbol.

### *Presentation Types*

**Please note – Sessions are 90 minutes in length. If additional time is required please contact your area chair.**

**Paper:** Papers are presented within a panel. A panel/session is a group of people brought together under the guise of a particular area. Frequently, these papers share a common theme or topic area. Presenters typically either summarize writing papers from notes or presentation graphics or read their papers or extracts from them. Presenters are expected to adhere to time constraints determined by the PCA/ACA guidelines. Audience questions and discussion typically follow the last presentation. Area chairs are encouraged not to chair all of their panels.

**Roundtable:** A roundtable is a structured discussion of a topic of scholarly interest among experts in that field. It is not based and should not be set of research presentations and its more open format allows for greater interaction among the panel of experts and the audience. The roundtable is lead by a chair, with an extreme amount of participation from audience members. Those submitting roundtables must list the participants as presenters, the same as they would in a panel using the database search engine. They cannot just type the names in the description box, as they will not appear in the program.

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### *Presentation Types (continued)*

**Film Screening:** A film screening is the displaying of a motion picture or film, generally referring to a special showing as part of a film's production and release cycle. Screenings frequently are connected to panels or roundtables later in the schedule so that viewers can see the film prior to panels, though they also may be for films of general interest to an area or to the membership as a whole. Like panels and roundtables, they are sponsored by an area or jointly by areas and are introduced by a host. In some instances, the filmmaker may be present. Discussion may follow the screening. Those submitting film screenings must list the participants as presenters, the same as they would in a panel using the database search engine. They cannot just type the names in the description box, as they will not appear in the program. If the film screening requires more than a 90-minute time slot, please contact your area chair who will notify the conference coordinator to ensure proper scheduling.

**Special Session:** Is the scholarly staging of a work that allows audience members to view it. At the discretion of the artists involved, the piece(s) may be introduced by a host and opportunity for audience interaction provided. Performances are recognized high-level scholarship and should be sponsored by a particular area chair. A performance is viewed as a type of presentation and therefore, only one performance/presentation can be given by a particular scholar. Those submitting performances must list the participants as presenters, the same as they would in a panel using the database search engine. They cannot just type the names in the description box, as they will not appear in the program.

### *Meetings*

The Ray and Pat Browne Lecture will take place on Thursday or Friday evening. Panels will not be scheduled during this time.

If you would like details on a board meeting, business meeting, dinner, get-together, reception, or tour included in the program, please enter the information using the "What would you like to do?", then "Host a meeting at the conference" features on the [ncp.pcaaca.org](http://ncp.pcaaca.org). If applicable, the conference team will assign the location of the meeting. The conference team will schedule national PCA/ACA meetings and events.