Center for Big Bend Studies Annual Conference
Instructions to Conference Presenters

Thank you for sharing your research with us. This brief list of instructions will help to ensure your presentation goes smoothly. Please send questions or concerns about your presentation, the schedule, or the conference to cbbseditor@sulross.edu or call (432) 837-8179. Thank you!

Conference Registration

We are truly grateful for the contributions of our presenters, but still require that you register and pay the attendance fee; this helps cover the costs of holding the conference. If you have not received a registration form by early October, please download one from our website, http://cbbs.sulross.edu or call (432) 837-8179 to register by phone.

Presentation Requirements

**Title, Abstract, Bio:** All presentations must have a title and an abstract of two hundred words or less. We also request a brief bio to accompany the abstract in the conference program. Please send these to cbbseditor@sulross.edu at your earliest convenience, but no later than the October 3 deadline.

**Windows-Based Applications Recommended:** Presentations should be created using a Windows-based application, such as PowerPoint. As the Conference Center is Windows-based, connectors/adapters for Mac-based files are not available. If your presentation is Mac-based, please do one of the following:

a. Bring your laptop and a DVI-to-VGA connector to connect your laptop to the projector, OR

b. Prior to the conference, export your Mac-based (e.g., Keynote) presentation into a Windows-compatible format, such as PDF or Microsoft PowerPoint, and verify that the exported presentation works as intended on a Windows-based system.

**Internet Connectivity is NOT Guaranteed:** Do not include links to the Internet or rely upon an Internet connection as part of your presentation. Any number of factors can interrupt an Internet connection, so it is best to make your presentation as “self-contained” as possible.

**Arrive Early to Load and Verify your Presentation:** Your Windows-based presentation should reside on a flash/USB drive, and its filename should be your Lastname_Fname. To allow ample time to upload and verify that it displays as expected, morning presenters should arrive between 7:30 a.m. and 8 a.m. and afternoon presenters between Noon and 1 p.m. on the day of your presentation. Computers and projectors will be set up and ready to use, and an A/V assistant will be available to help.

**When Presenting…**

Each presentation is allotted 30 minutes, including time for questions. Symposums typically consist of three 30-minute presentations. Please prepare your talk to be no more than 20-25 minutes, and practice it at least once before the conference to ensure proper timing.

We use timekeepers to keep the conference running on schedule. They sit in the front row/table and hold up cards when you have 10, 5, 2, 1 and 0 minutes remaining. They are volunteers and should be respected. If you wish to discuss this system for any reason, please talk to Susan Chisholm or Andy Cloud.

**Vendor Tables**

Vendor tables are available for the duration of the conference for $25.
Journal Article

All Presenters are invited to submit a formal manuscript on the topic of their talk for publication in the next year's *Journal of Big Bend Studies*. Archaeology papers must follow Society for American Archaeology style; historical and cultural papers must follow Turabian style for text citations and footnotes/endnotes; social sciences must follow the author-date method of parenthetical references and a references cited section. Papers are due in April following the conference, but we recommend contacting the editor prior to creating the manuscript to clarify requirements and ensure the best possible product. For more guidelines, see our website or contact the editor at cbbseditor@sulross.edu.