Information for Paper Presenters at the SSM Conference,

Here is information that you need for your presentation. Please read this now so you know how to get your slides uploaded.

1. Your presentation.
We had some late changes in attendance by some presenters, and this has meant that we had to shuffle some of the sessions. Please double-check the Full Agenda (attached and on the Conference website) to make sure that you know the day, time and location of your Session.

2. Uploading your slides

Please upload your presentation slides 48 hours ahead of your presentation in a file formatted as a PDF or PowerPoint PPTX using the following link:
https://berkeley.app.box.com/f/edc87a026e444184a6fa2c938475d24b

Please format the file-name like this:

SSM_2024_<day>_<room>_<speaker_last_name>

(dropping the < and > field markers). The <day> and <room> fields are for the Monday, Tuesday, or Wednesday sessions, and the room where your talk will be given (please refer to the Agenda). Enter your surname in the <speaker_last_name> field. The Berkeley School of Education rooms for SSM will be 1102 and 1215, both on the first floor (see the Maps at the end of the Agenda).

So, for example, the email subject line and file name for a talk on Tuesday in room 1215 by Sally Jones will be formatted as "SSM_2024_Tuesday_1215_Jones"

If your file is too large to upload, please send an email to Yunting Liu at yunting99@berkeley.edu.

We will preload the file you send on the computer in your session's room.

As a back-up it is a good idea to also bring your presentation file on a USB flash drive. Feel free to ask for assistance.

Important: If you subsequently revise your slides, to aid us in having the right file preloaded, please upload an updated version with a file name including an indication like "version_2."

Note: We will have Guest Access to UC Berkeley Wi-Fi, as well as Eduroam, but if you intend to play a video in your presentation be sure to have it downloaded and playable from your device.

3. Session Information

All sessions except those in pre-organized Symposiums have three speakers and a 90-minute time span, so each talk will be allocated 30 minutes--25 minutes for the presentation and five minutes for Q&A and discussion. (If you are in a pre-organized Symposium, please check with your Symposium's Chair about time arrangements.)

Note: Should other speakers in your session be unable to attend as planned, the time could be used for extended discussion.

Session chairs' names are available in the Conference Agenda (attached). Please be in your session's room 10 minutes before the session start time to introduce yourself to the chair, and check that your slides are loaded and ready for presentation.

The chair will keep speakers on time, will encourage questions from the audience, and will be prepared with questions of their own. There will be a staff member in each room for technical assistance.

4. Tips

Rehearse: Run through your talk and get feedback from colleagues. Find out what questions they have and use that info to anticipate responses at the conference.

Handouts: Have enough for everyone, if needed.

Failsafe: Have a backup of your presentation readily available online, on a thumb drive, or in an email for quick access if needed.

Keeping Time: Please be sure the length of time you need to convey your message fits within the allocated time.

Orienting Objective: Begin from a direct statement of purpose.

Slides: Keep text on slides to a minimum. Do not overload slides with reading material. Provide images you can speak to.

Expertise: Explain your topic clearly as an expert addressing others not as familiar as you are with the ideas involved.

Technical Info: If equations or unfamiliar symbols are unavoidable, explain them and limit them to as few as possible.

Conclusion: End with a slide giving your contact information so those interested can raise further questions later.

We look forward to hearing your presentation in Berkeley!