

Canadian  
Political  
Science  
Association



Association  
canadienne  
de science  
politique

#204 - 260, Dalhousie Ottawa ON K1N 7E4  
Telephone/Téléphone : (613) 562-1202 Fax/Télécopieur : (613) 241-0019  
Email/Courriel : [cpsa-acsp@cpsa-acsp.ca](mailto:cpsa-acsp@cpsa-acsp.ca)

## **Participants Responsibilities**

Responsibilities for all conference participants prior to and at the CPSA Annual Conference

### **Chairs**

The chair is responsible for monitoring the entire session. The success of a session often depends upon the chair's ability to restrict the length of speakers' presentations and manage questions from the floor.

Some of the most important responsibilities of the chair are to:

- Inquire, on behalf of discussants and other paper-givers, about the status and expected completion date of late (post-May 23) papers.
- Acquaint his/herself with the content of the papers.
- Arrive early at the session and arrange with all participants the order of speaking and the time limits; normally 15 minutes for paper presentations and 10 minutes for discussants is appropriate.
- Start the session at the scheduled time with a brief presentation of the theme of the session and (if possible) the links among the papers.
- Introduce the participants (names and institutional affiliations).
- Maintain strict time limits for each speaker and discussant.
- Moderate panel or floor discussions.
- Adjourn the session in time to allow the room to clear before the next session begins.

Chairs are requested to report the name(s) of anyone who does not show up for a session (presenter or discussant).

In sessions where discussants are expected to prepare comments in advance, the chair has the option to drop from the programme any author not submitting a copy of his/her presentation to the appropriate discussant by May 23.

Please also note the following rules:

1. The CPSA conference will be held during the Congress of the Social Sciences and Humanities (Congress). Each CPSA conference participant must register for both the Congress and the CPSA conference. Anyone who does not causes a loss of revenue for the CPSA and is responsible for any increase in Congress registration fees. By not paying, participants only serve to withhold much needed support for the CPSA and penalize their paying colleagues with higher fees.
2. Each conference participant is responsible for his/her own travel arrangements.

3. Session chairs are not required to be members of CPSA but are more than welcome to join. Membership information is available at <http://www.cpsa-acsp.ca/membership.php>.

### **Discussants**

Discussants are to prepare, in advance, appropriate critical commentaries of the significance and contribution of the papers presented in a session.

Some of the most important responsibilities of the chair are to:

- Arrive early at the session to take part in informal discussions about the order of speaking and time limits (ordinarily 10 minutes is set aside for discussants).
- Situate his/her remarks in a context broad enough to spark questions and stir the interest of an audience that typically has not read the paper.

The following are suggested guidelines for discussants' remarks:

- (1) Given that the audience may not have read the paper it is helpful to begin by stating the major thrust of the paper, identifying its stronger or more interesting features
- (2) Focus the discussion on the paper's major argument;
- (3) Indicate whether you find the argument a compelling one;
- (4) State the basic merits and limits of the paper;
- (5) Conclude by stating linkages between papers.

In consultation with the section head, you may decline to discuss any paper that is received in insufficient time for you to prepare an acceptable critique of it.

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2. Each conference participant is responsible for his/her own travel arrangements.
3. Discussants are not required to be members of the CPSA but are more than welcome to join. Membership information is available at <http://www.cpsa-acsp.ca/membership.php>.

### **Paper Presenters**

If your proposal is accepted, the details of the session in which you will be participating will be available in the on-line programme. Prior to the publication of the programme, you will be given the opportunity to edit the title and abstract of your presentation through the online system.

The responsibilities of presenters are to:

- Provide copies of their papers to all of the other participants in their session by May 23 at the latest. E-mail addresses will be available in the programme. Failure to do this will likely result in the chair excluding the presentation from the session. Further, the discussant has no obligation to comment on a paper if it has not been previously seen. Such an action would be a loss to all attending the session. A .pdf format copy of the paper must be sent to each of the following:
  - a. section head;
  - b. session chair;
  - c. discussant(s);
  - d. any other session participants;

- e. the CPSA secretariat for posting to the CPSA web site.
- Ensure the paper text is SINGLE SPACED, not exceeding the *CJPS* manuscript submission word count of 8,000, including notes and appendices.
- Arrive early at the session to take part in informal discussions about the order of speaking and time limits (ordinarily 15 minutes are set aside for each presenter).
- Prepare comments outlining the major points of their papers. A good presentation is a must for a successful session.

The following are guidelines for preparing an oral summary of a paper (usually 15 minutes):

- (1) No paper should ever be read verbatim. Such presentations are often not only dull but also incomplete due to time constraints imposed by the chair; an author may be cut off by the chair before reaching the most significant aspects of the presentation.
- (2) Highlights of the paper should be given, covering such points as the purpose of the study, the method of analysis, the major findings, and any conclusions or recommendations. The amount of time devoted to each highlight may vary depending upon the author's evaluation of the importance of each area related to the paper. Inexperienced speakers are advised to prepare a "reading text" of approximately 5 typed pages.

Please also note the following rules:

1. For accepted presentations by single authors or multiple authors, each author must be a member in good standing of the Canadian Political Science Association (CPSA) by March 31 whether s/he is attending the conference or not. Membership exemptions will be provided by the CPSA secretariat to invited guests of the programme committee and to foreigners who can provide confirmation of a membership in their national association. The CPSA secretariat will contact all non-members about their membership status before the March 31 deadline. Should you need to become a member of the Association, please see <http://www.cpsa-acsp.ca/membership.php> for more information.
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### **Poster Presenters**

Click [HERE](#) for the CPSA Poster Prize - Terms of Reference

### **Posters session(s) instructions:**

1. Posters should contain the following information:
  - the title and author(s);
  - the current degree program or last degree of the author;
  - the abstract (in large font);
  - an introduction to the research question, methods (as appropriate), results, and a short bibliography; and
  - any tables or figures that communicate the results of the research.

2. Posters are to be 3' x 4' in size. Beyond size, there is no specific format for either the visual display of the poster or the three-minute presentations (see sections 4, 5, and 6 below). The judges encourage creativity, clarity and communication of scholarly contributions and will be looking for these during the adjudication process.
3. A poster board surface, 4' high and 8' wide, will be provided for poster presenters. It is expected that each board will hold four (4) posters (2 on each side). Fastening pins will be available at the conference but presenters are permitted to bring their own fastening materials.
4. Poster presenters:
  - should note that visual representations of results will be more effective than text (Click [HERE](#) to see winning and runner-up posters in previous competitions);
  - should send a .pdf version of the poster to the [CPSA Secretariat](#) for uploading to the CPSA Web site **one week** prior to the conference start date;
  - must prepare their poster for display and be present at their poster session if they wish to be considered for the prize;
  - are expected to prepare a three-minute presentation of the poster for the jury.
5. Presentations must NOT exceed three minutes. There will be a deduction of points to any presenter who exceeds the three-minute limit AND he/she will be cut off from continuing his/her oratory past that three-minute window.
6. Presenters are permitted to pre-record these presentations and to display them for the judges. If this option is chosen, presenters must provide whatever technology they desire to facilitate the playback of the pre-recorded presentation.
7. The jury and discussants will visit each poster. The jury will use a judging rubric sheet to score each poster applying the following criteria, approved at the CPSA Board of Directors meeting of December 3, 2005: visual impact, clarity and scholarly contribution (see ANNEX II).
8. The Posters Section Head will email:
  - the name of the poster winner to the [CPSA Secretariat](#) by noon, on the day of the President's Dinner;
  - a separate message to the [CPSA Secretariat](#) and the finalists (the winner and up to two runner ups - three students, in total), by noon, on the day of the President's Dinner, inviting them to attend the dinner; the message **will inform them that they are the finalists; no mention will be made regarding the identity of the winner**; there shall be **an embargo on any communication regarding the name of the winner until the announcement is made at the CPSA dinner**;
  - a 100-word citation to be posted as the "Excerpt from jury report" on the CPSA Web site (click [HERE](#) to see previous prize citations) to the [CPSA Secretariat](#) one week after the conference at the latest.
9. A ticket is reserved for the finalists in case they have not already purchased a ticket. The finalists are asked to settle the ticket with the [CPSA Secretariat](#) at their earliest convenience.
10. The e-mail addresses listed on the on-line programme will be used to contact presenters. If poster presenters will not have access to their e-mails at the conference, they are asked to submit a telephone number to the [CPSA Secretariat](#) **one week** before the conference.

11. If the winner is unable to attend the dinner, the prize will be available for pick-up at the CPSA Information Table until the last day of the conference. If the winner is unable to pick-up the prize, it will be mailed after the conference by the **CPSA Secretariat**.
12. If desired, the winning poster may be displayed at the CPSA Information Table until the last day of the conference.

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3. Each conference participant is responsible for his/her own travel arrangements

### **Graduate Student Three Minute Thesis Competition Participants**

Click [HERE](#) (hyperlinked) for the Graduate Student Three-Minute Thesis Competition - Terms of Reference

### **CPSA Prize for the Graduate Student Three-Minute Thesis Competition Instructions - Judging Criteria:**

1. Contestants:
  - are expected to prepare a three-minute presentation for the juries -contestants exceeding the three-minute **maximum** will be disqualified;
  - should note that they will present their graduate research in three minutes to a jury composed of non-experts (Finals). Therefore, presentations should be accessible, engaging and adhere to rules of plain language (click [HERE](#) to see winning and runner-up presentations in previous competitions);
  - are allowed to use one static PowerPoint slide to augment their verbal presentations (no slide transitions, animations or 'movement' of any description) -no additional electronic media (e.g., sound or video files) are permitted or props are permitted;
  - must be available to present in the preliminary heats (usually "Heat 1" and "Heat 2," to be held during the first two days of the conference) as well as the final competition (the "Finals," to be held on the last day of the conference);
  - must email to the [CPSA Secretariat](#) **one week** prior to the conference start date the following information:
    - a message indicating if they authorize the CPSA to video-tape their presentations during the "Finals," and to post them on the CPSA Web site after the conference

- a written summary (maximum of 300 words) of their presentations in both French and English to circulate to jury members
- 2. The maximum number of preliminary heats will be four, with the number of contestants in each heat and the number of preliminary juries determined by the number of submissions at the discretion of the chair and section head. Usually, four contestants participate in the "Finals." The top scores across the preliminary heats will advance to the "Finals". There is the possibility that the number of contestants who advance from each preliminary heat will not be equal. The contestants who received the top scores per preliminary heats will be informed via email or Twitter after all preliminary heats are complete.
- 3. The **Preliminary Jury** (or juries) for the preliminary heats, and the **Prize Jury** for the Finals, will use a judging criteria document that follows the principles of the official 3MT™ of the University of Queensland to assess the presentations. The document will be provided to contestants before the competition.
- 4. The judging criteria document:
  - assesses two areas: a) Comprehension and Content, and b) Engagement and Communication Style;
  - is composed of twelve questions graded on a scale of 0 (strongly disagree) to 5 (strongly agree).
- 5. The **Preliminary Jury** (or juries) will have a brief period after presentations are delivered to complete their judging criteria document.
- 6. One jury member is responsible for the initial tabulation of the scores, and a second jury member confirms the tabulation is correct.
- 7. The contestants of the preliminary heats with the highest scores will participate in the Finals. In the unlikely event of a tie, the chair will cast the deciding vote.
- 8. The **Prize Jury** for the Finals:
  - will not deliberate on the presentations;
  - will have a brief period after presentations are delivered to complete their judging criteria document.
- 9. One jury member is responsible for the initial tabulation of the scores, and a second jury member confirms the tabulation is correct.
- 10. The contestant(s) with the highest score will win the competition.
- 11. In the unlikely event of a tie, the prize will be divided equally.
- 12. The chair must email:
  - the name of the winner and runners-up to the [CPSA Secretariat](#) as soon as the competition is over;
  - a 100-word citation to be posted as the "Excerpt from jury report" on the CPSA Web site (click [HERE](#) to see previous prize citations) one week after the conference at the latest.

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### **Roundtable Participants**

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3. Roundtable participants are not required to be members of CPSA but are more than welcome to join. Membership information is available at <http://www.cpsa-acsp.ca/membership.shtml>.

### **Delegates**

1. Delegates are asked to follow the rules set by the host university, to refrain from conversing in the hallways outside of sessions, and to refrain from leaving sessions early, that is, before all presenters have presented.
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