

## Conference Paper Presentation Checklist

### Before the Conference

- If your session has a discussant, submit your paper to them by the deadline set forth by the organizers.
- If your session doesn't have a discussant, try to complete a solid draft of both the paper and PowerPoint about a month in advance (and apply for the SAA Student Paper Award).
- Practice your presentation with colleagues and advisors to get feedback. There might be other students at your university who are presenting too so it might be worthwhile to organize a session where everyone presents their papers and gives each other feedback. Also, make sure to time these presentations so you know the length of your talk.
- Print a copy of your paper **BEFORE** you leave for the SAAs. While it is possible to sort this out at the conference, you're better off doing this in advance. If you're reading your paper off of an electronic device, make sure you pack the necessary chargers (and converters/adaptors if you're coming from outside of the USA and Canada).
- Upload a copy of your paper and PowerPoint to your e-mail or cloud-server of choice.
- Pack a thumb/USB drive and save your paper and PowerPoint to it.
- Save both your paper and PowerPoint as a PDF in case the original document can't be read by a Windows or Mac device. This might not be ideal if you're showing a video or have a lot of animations, but still do this as a last resort backup plan.
- Send the PowerPoint (both as a .pptx and PDF) to the session organizers by the given deadline.

### During the Conference

- If you're awarded funding that requires receipts, make sure to keep them in a designated place (e.g. wallet, conference tote, clear Ziploc bag). If you're worried about some getting lost, take a picture on your phone as an extra measure (though most funding bodies require originals if they request receipts).
- Double check the time of your talk in the final program. Sometimes things are shifted due to cancellations your talk time might have changed.
- Practice your talk the night before and make sure you are keeping to time.
- On the day of your paper pack your paper (print out or electronic device), pen (for last minute edits), a light snack + water, and your USB drive. If you want to be extra safe, pack your computer. I've seen personal computers save presentations (often in aid of other colleagues) that wouldn't open.
- Show up to your session about 10-15 minutes before it starts and, if possible, make sure your PowerPoint opens and works.
- Take a deep breath and give your paper.
- Once you're finished presenting your paper, make sure to treat yourself!

### After the Conference

- If your session had a chair or organizers, thank them. They put in a lot of work that you didn't see. A small thank you goes a long way.
- If you were awarded funding, fulfill any post-conference reporting requirements.
- Thank any funding bodies that supported your conference travel.
- Find a way to publish your paper. You've done a lot of hard work already so go ahead and make sure the rest of us can read and access your efforts!