



Costume Society of America

Education • Research • Preservation • Design

General Conference Presentation Guidelines

We have a strong commitment to new research and to providing a venue for scholarship on clothing, textiles, fashion and theatrical costumes. We encourage participants to interact, converse and learn from each other through a variety of conference related opportunities. These may include, but are not limited to: oral research presentations, panel discussions, visual research displays, design displays and professional development workshops. Submitters must be members of the CSA or join at the time of submission. Submit abstracts of 500 words or less, including endnotes and/or selective bibliography. For panel presentations each panelist must submit an abstract of 500 words or less.

What follows is information pertinent to the symposium and each format to help guide you in preparing to participate successfully.

Conference Equipment:

Each host venue may have different AV equipment and we may not be able to have appropriate computers for each presentation venue, but we strive to provide each oral presentation or workshop space with a screen and projector. We encourage presenters to communicate with others in your section and have a volunteer laptop to use. We also suggest that you bring your research presentations on a portable drive which can then be preloaded onto the computer in order to save time during sessions. Individuals presenting stand-alone workshops or Professional Development sessions may choose to use their own laptop or similar device but we encourage you to also bring an appropriate power cable and / or interconnect cable and pin to USB adaptor to link to a projector and power source. If you like to work with an advancer or laser pointer, please bring your own. Likewise, for those presenting during the visual research display session, you will need to provide your own equipment if you are choosing to display your material electronically. Please be sure to request a power outlet source in advance so that our room set up is properly configured. Do not assume that the hotel room for presentations will have internet connections; have your information downloaded so it is available.

Professional Development Workshops

Workshops may be a half or full day event, generally with hands on activities related to the topic and skills being demonstrated. Presenters are responsible for providing all the necessary materials to be used by participants including handouts. If you choose to use electronic media to showcase examples and techniques, you are responsible for bringing your own laptop and power cables. Provided you requested a projector and screen for your workshop, they will be available in the designated room at the venue. You can set up (1/2 hour) in advance of your designated start time.

Professional Development and other Panel Discussions (Part of concurrent format) 1 1/2 hour

Each panel should plan on providing a computer to hook up to the hotel AV system. Everyone should bring their presentation material on a portable device to be loaded onto the computer to be used or merge

the various files into one seamless presentation. Panel members should strategize their presentation to make the best use of the time and allow time for questions and discussions which should be a part of any panel presentation. If you choose to have a handout have them prepared in advance as the venue may not have the resources to make multiple copies. Plan on 20 – 30 copies.

Concurrent Session Juried Papers (Oral Research Presentations)

Visuals are strongly encouraged. Each room will have a projector and screen. Please communicate with other participants in your group and determine a volunteer to provide a computer for the use of all. You should bring your presentation on a portable device so that it can be preloaded onto the computer for the room. Designated times to do this will be announced in advance.

Generally, three presentations are scheduled for each concurrent session time slot. Please see the symposium brochure for more detail on start times. Each session is slated for a 1 and ½ hour slot to allow for introductions, and comments at the end of the session. Each presentation is allotted 20 minutes in order to allow for questions and overall responses at the end. Each presentation will be timed and the timekeeper will alert you when your time is almost up and again when you should stop. It is beneficial to practice your presentation out loud in advance to better judge your timing. Handouts are not required, but if you choose to bring something that supplements your published abstract, you should probably plan on having about 50 copies. Also bring your business card for anyone who wants to have follow up contact about your research.

Plenary Session Presentations (1 hour)

Visuals are strongly encouraged. Each room will have a projector and screen. You should bring your presentation on a computer or portable device so that it can be preloaded onto a computer for the room. Designated times to do this will be announced in advance.

Research Exhibition (2 hours with a ½ hour set up)

Each presenter will be allocated table space to display materials, generally about 2 feet by 4 feet of space. Single dress forms may be used, but you may need to provide your own as not every CSA Symposium location has ready access to display or dress forms. If you plan on using a laptop to show your research, bring your own as well as a power cord and be sure to ask in advance for a power source so that the room can be properly set up for the presenters needs in advance. If you have handouts for viewers you should plan on 25-40 copies and be sure to have your business card available so that viewers who want to follow up have access to your contact information. Posters need to be self supporting on the table top.

Scholars Roundtable (1 ½ hour) See Panel Discussions above

Virtual Exhibits (Part of concurrent sessions; see Juried sessions above) (20 min ea)

Visuals are mandatory for virtual exhibit presentations. Each room will have a projector and screen. Participants are encouraged to communicate with each other to determine a volunteer laptop to be used by all during the session. You should bring your presentation on a portable device so that it can be preloaded onto the computer for the room. Designated times to do this will be announced in advance. Plan your presentation to have time for questions or comments at the end.