

## Academic Etiquette and Guidelines for SAC

These guidelines are intended to help ensure that students have a positive experience presenting at and attending the Augustana Student Academic Conference.

### Statement of Inclusion

Please respect each others' opinions and refrain from personal attacks or demeaning comments of any kind. In order to learn, we must be open to the views of people different from ourselves. Throughout the Student Academic Conference please honor the uniqueness of your fellow presenters and attendees and the ideas they share. Let's work to collectively remove barriers to learning and take advantage of the opportunities we have to learn from one another in this introduction to the academic conference. We strive to embrace a circle of braveness in this conference and have everyone authentically participate. Explore UofA's commitment to Equity Diversity and Inclusion [here](#), which is underpinned by the core principles of Diversity, Equity, Inclusion, Human Rights, Substantive Equality, Intersectionality Accessibility, and Reconciliation with Indigenous Peoples.

### Schedule and Keeping Presentations on Time

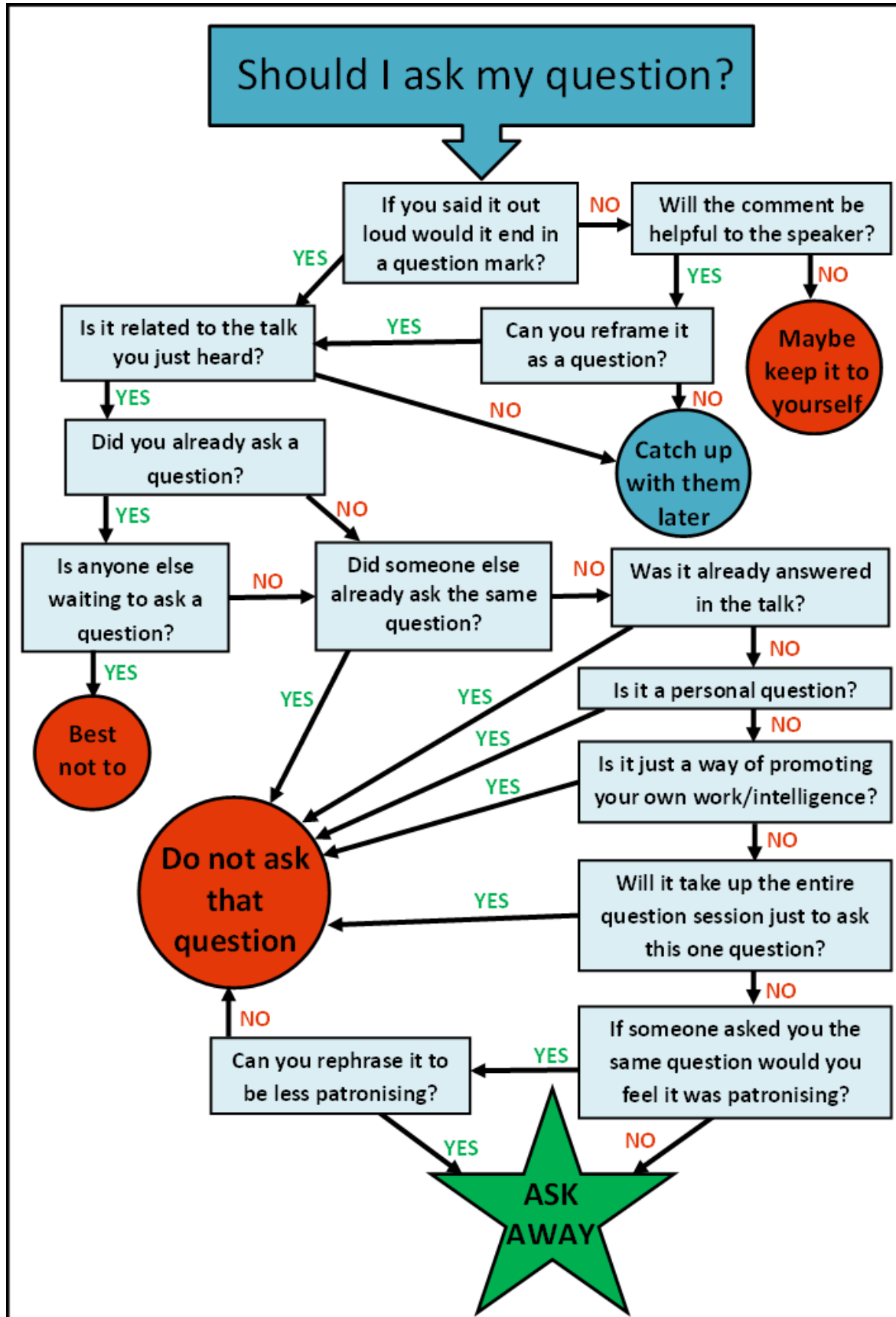
Presenters and moderators should arrive at least five minutes before the start of the session to give time for technology to be set-up. Classrooms have a HDMI cable to connect to a personal laptop, or you can bring your presentation on a USB stick. If you are using your own laptop and have some other kind of connection needed, it is your responsibility to bring that.

The schedule is set up to facilitate movement of attendees amongst the various rooms where SAC is happening. As such, it is important that presenters keep on time as outlined in the SAC schedule. Moderators will provide warnings by indicating when there are 3 minutes left and then a 1 minute warning (These times can be adjusted to reflect the duration of presentations in a particular session – moderators be sure to tell the presenters in your session what they can expect in terms of warnings). Moderators will cut presenters off when their time is up – it is the presenter's responsibility to make sure that they finish on time. If presenters use up all of their time for the presentation, then there won't be time for questions. And questions can be where lots of learning happens!

### Question Period

In the Question section of presentations – moderators please remind the audience that it is their responsibility to help create a positive presenting experience for the students sharing their projects, and the types of questions they (and you in your role as moderator) ask should maintain that positive experience. Make sure the question is related to what is covered in the presentation. Consider if there is an uneven power dynamic between the presenter and the person asking the question (e.g., professor asking question). Also - once the formal Q&A has ended - it is important that any continued discussion is done in a respectful manner.

I think that the flow chart on the next page by Dana Rabaiotti is a great illustration that captures the focus on having positive question periods rather than people asking inappropriate questions or trying to promote their own agendas at the cost of the presenter. Moderators/instructors – be careful you aren't falling into these traps!



Background Resources Used in this Document:

<https://danirabaiotti.wordpress.com/2017/05/15/academic-etiquette-tips-on-conducting-yourself-at-an-academic-conference/>

<https://threadreaderapp.com/thread/1141501422611128320.html>

<http://indisputably.org/2019/06/great-ideas-from-a-twitter-thread-on-productive-qa-sessions/>