

**Society for Benefit-Cost Analysis**  
10TH ANNUAL CONFERENCE AND MEETING  
**MARCH 14-16, 2018**  
WASHINGTON, DC

**GUIDELINES FOR PRESENTERS**

Thank you for presenting at the SBCA conference. Your contribution to the conference is greatly valued. We offer the following guidelines as you prepare for your session.

**Before the Conference**

- You should hear from your session chair with details about the time allocated for your presentation. For a typical session, the expected schedule would be 15 minutes per presentation (including the discussant, if there is one). This allows time for audience questions and discussion.
- Given the limited time for your presentation, give careful thought to the content and flow of the material. An effective presentation provides an overview of the objective and contribution of the work, the relevant methods, key findings, and implications. One rule of thumb suggests you can cover about one slide per minute of presentation time. Consider practicing your presentation to ensure it is clear and that you can finish in the allotted time. A few other suggestions are as follows:
  - Use at least 24 point type, if possible, and avoid italics and ALL CAPS for more than a few words as they are harder to read.
  - Avoid acronyms, jargon, and abbreviations.
  - Where possible, integrate visual aids such as charts, graphs, and images.
  - Use handouts if you want the audience to see detailed results (e.g., tables with model results).
- If there is a session discussant, distribute your paper/presentation to them in advance so that the discussant can prepare their remarks. Even in sessions without a discussant, your chair should encourage you to share your paper/presentation in advance with the other session participants. This allows you to coordinate with other presenters (e.g., to avoid overlapping content) and will foster a more productive exchange of ideas during the session.
- The deadline to submit slides to SBCA for display during the session is **Friday, March 9**. We recommend that slides be submitted in PDF format to minimize version-control issues in PowerPoint, but you may also submit PowerPoint slides if that is your preference. Any slides not submitted by March 9 will not be pre-loaded onto the presentation laptop. In that case, you will need to come early to the session with your slides on a flash drive to load directly on the laptop.

### **At the Session**

- Please arrive early to connect with the session chair and other presenters and ensure your presentation is ready to go. Verify the time allocated for your presentation and confirm that the chair that they will be providing alerts as you near the end of your time. The chair should follow the order of the presentations in the program.
  
- During your presentation, watch the time and wrap up when your time limit is reached.
  
- Participate in the discussion at the end. If there is a discussant, you may be offered a chance to respond to their comments. In doing so and responding to questions, keep your responses succinct so there is time for a robust discussion.

**Reminder:** SBCA believes that research and understanding in the field of Benefit Cost Analysis is best furthered by free and open exchange of ideas, and so welcomes the press and other attendees to our events. However, conference presentations are the property of the presenter. All attendees (including the press) should be aware that research being presented may be preliminary, and so attendees should be respectful of any admonitions not to reproduce, cite, or publicize any research. Presentations may not be video or audio recorded without the explicit consent of the presenter.

Regardless of these policies, participants should be aware that press coverage, the growing use of phone recording and screen shots, and social media can result in preliminary research being made public.