



PREPARING FOR YOUR SESSION

Table of Contents

- [Accessing the Online Program](#)
- [Developmental Roundtable Discussion Session Details & Reminders](#)
- [Interactive Roundtable Discussion Session Details & Reminders](#)
- [Panel Session Details & Reminders](#)
- [Presentation Session Details & Reminders for Presenters](#)
- [Presentation Session Details & Reminders for Chairs](#)
- [Symposium Session Details & Reminders](#)
- [Workshop Session Details & Reminders](#)
- [Templates, Audiovisual, Internet Access, & Technical Assistance](#)
- [Supplemental Material & Handouts](#)
- [Instructions for Uploading Supplemental Material](#)
- [Promote Your Session](#)

Questions?

Email WLC2022CFP@theILA.org or call +1 202.470.4818 ext. 106

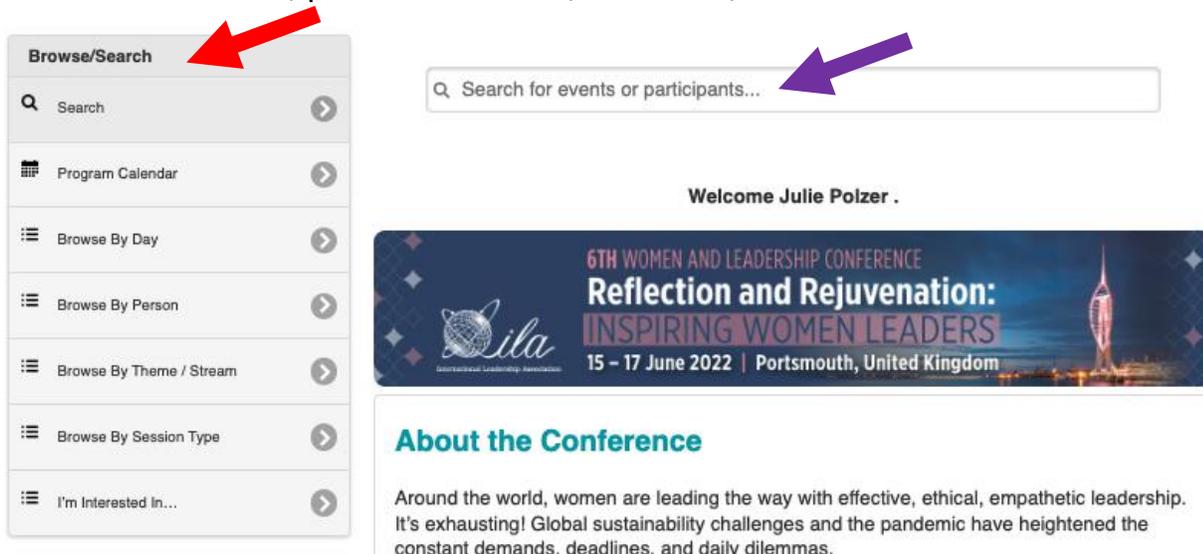
Accessing the Online Program

We encourage you to confirm the date, time, and location of your session and **explore the full conference program** before you arrive in Portsmouth!

For participants in **Presentation sessions**, please note that the number of presentations in your session may have changed since you received your scheduling notice.

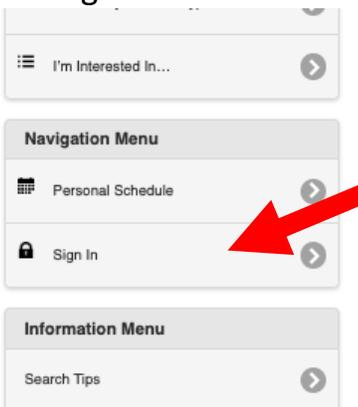
Access the online program at <https://convention2.allacademic.com/one/ila/wlc22/>.

Viewing the online program does not require logging in; simply click on one of the browsing/searching options on the menu on the left side of the page or use the search field at the top of the page. The quickest way to find your session schedule is to enter your last name in the search field; however, you can search by several different factors such as session title, presentation title, affiliation, etc.



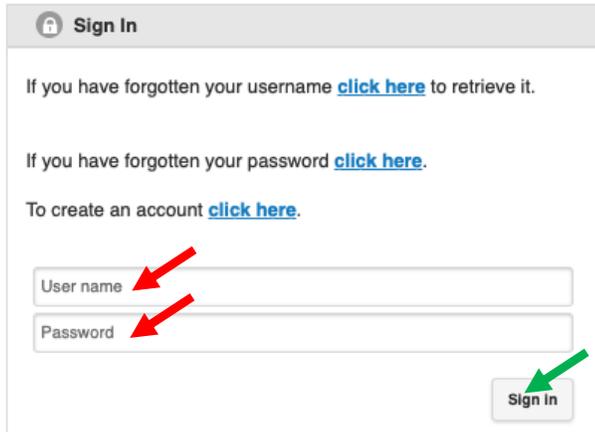
The screenshot displays the user interface of the online program. On the left, a 'Browse/Search' menu is visible with a red arrow pointing to the 'Browse/Search' header. The menu items include: Search, Program Calendar, Browse By Day, Browse By Person, Browse By Theme / Stream, Browse By Session Type, and I'm Interested In... At the top right, there is a search bar with a purple arrow pointing to it, containing the text 'Search for events or participants...'. Below the search bar, a personalized welcome message reads 'Welcome Julie Polzer .'. A banner for the '6TH WOMEN AND LEADERSHIP CONFERENCE' is displayed, featuring the title 'Reflection and Rejuvenation: INSPIRING WOMEN LEADERS' and the dates '15 - 17 June 2022 | Portsmouth, United Kingdom'. Below the banner, the 'About the Conference' section is visible, starting with the text: 'Around the world, women are leading the way with effective, ethical, empathetic leadership. It's exhausting! Global sustainability challenges and the pandemic have heightened the constant demands, deadlines, and daily dilemmas.'

Signing in allows you to **create and save a personal schedule** for the conference. Click on "Sign In" on the left side of the page.



This screenshot shows a close-up of the navigation menu. A red arrow points to the 'Sign In' option, which is located under the 'Navigation Menu' section. Other options visible include 'Personal Schedule' and 'I'm Interested In...'.

Then enter your ILA username and password and click the “Sign In” button.



Sign In

If you have forgotten your username [click here](#) to retrieve it.

If you have forgotten your password [click here](#).

To create an account [click here](#).

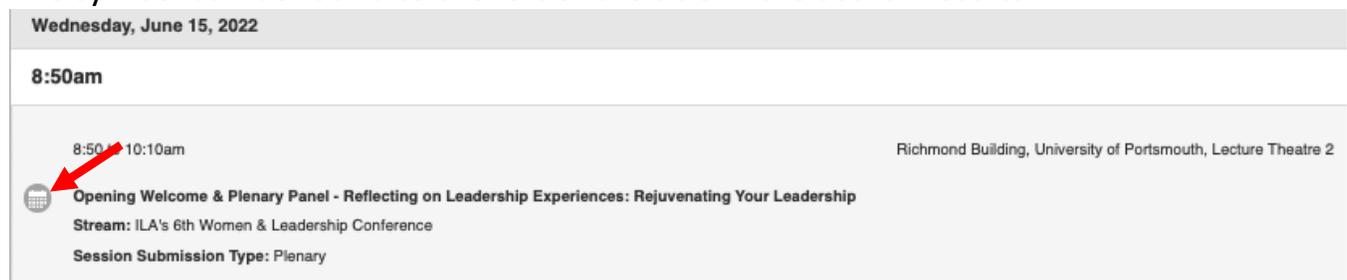
User name

Password

Sign in

If you cannot remember your username and password, use the appropriate link in the sign in box to retrieve your information. Please do not create a new profile.

To **build** your personal schedule, click on the calendar symbol associated with a session. The symbol can be found to the left of the title in the search results...



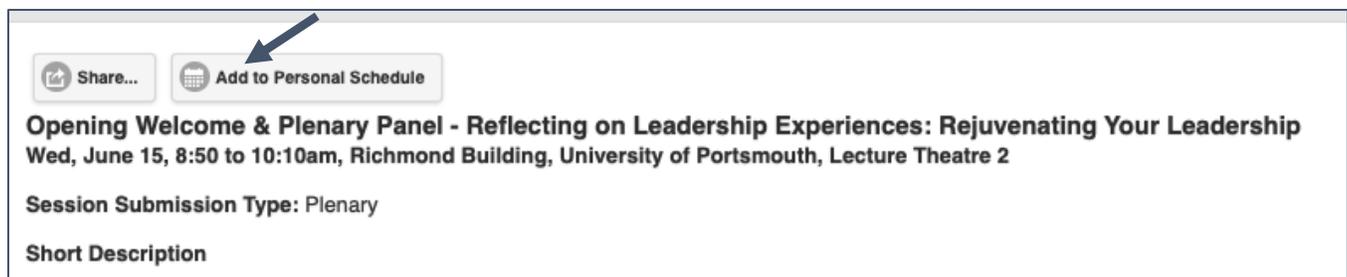
Wednesday, June 15, 2022

8:50am

8:50am - 10:10am Richmond Building, University of Portsmouth, Lecture Theatre 2

 **Opening Welcome & Plenary Panel - Reflecting on Leadership Experiences: Rejuvenating Your Leadership**
Stream: ILA's 6th Women & Leadership Conference
Session Submission Type: Plenary

...OR at the top of a session's information page.



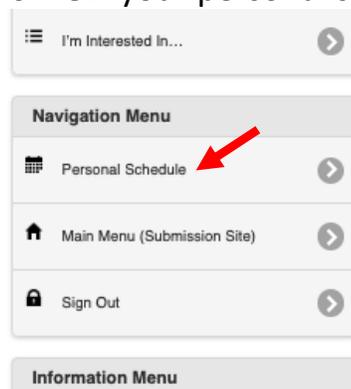
 Share...  **Add to Personal Schedule**

Opening Welcome & Plenary Panel - Reflecting on Leadership Experiences: Rejuvenating Your Leadership
Wed, June 15, 8:50 to 10:10am, Richmond Building, University of Portsmouth, Lecture Theatre 2

Session Submission Type: Plenary

Short Description

To **view** your personal schedule, click on “Personal Schedule” in the Navigation Menu.



I'm Interested In... >

Navigation Menu

-  Personal Schedule >
-  Main Menu (Submission Site) >
-  Sign Out >

Information Menu

All registrants will be able to download the conference app in early June. The app will contain basic information about the sessions. Complete details (e.g., full descriptions) will be housed in the online program. All registrants will also receive a PDF of the program.

[<<Return to Table of Contents>>](#)

[Developmental Roundtable Discussion \(DRD\) Session Details & Reminders](#)

Developmental Roundtable Discussions are designed for individuals who are at various stages of their projects and are interested in receiving feedback. Their goal is to build a community of scholars who can support, challenge, and collaborate. Two senior scholars will chair/facilitate the session.

By 01 June, upload material you want to share with your fellow presenters and the senior scholars/session chairs (see [Instructions for Uploading Supplemental Material](#)). Examples of material to upload include papers, cases, drafts, proposals, or a combination thereof.

Between 02 June and the conference, review the material that has been uploaded by the other presenters in your session. Come to your session prepared to provide valuable and constructive feedback.

To access the material, simply go to your session in the [online program](#), click on a presentation title, and then click on the “Download” link at the top of the presentation’s information page.



Benevolent Sexism and Female Leader Self-Efficacy

Prepare a 4-5-minute overview of your project or study (not a formal presentation) and a short list of two to three questions for which you would like suggested direction and advice. The chairs and other session participants will ask clarifying questions, offer suggestions, and help address hidden assumptions and potential challenges.

Arrive 10-15 minutes before your session begins so you have time to get the “lay of the land” and meet the session chairs and other presenters in your session.

Electricity and AV equipment will not be available. Presenters will not use slides or give formal presentations but are welcome to bring handouts (see the section below on “Supplemental Material and Handouts”).

[<<Return to Table of Contents>>](#)

[Interactive Roundtable Discussion \(IRD\) Session Details & Reminders](#)

The Interactive Roundtable Discussion format is an excellent venue for getting targeted feedback and meeting colleagues. The presenter(s) will frame the topic, pose questions, and facilitate a discussion with participants. **A traditional/formal presentation is not appropriate for this session type.** You can allow participants to steer the discussion, or you can ask specific questions of the participants if you are looking for targeted feedback. Come prepared with several questions to start/keep the discussion rolling.

IRD sessions will take place at the location of and just prior to lunch. Please stay at your table during the 25-minute session during which time attendees may join for the entire time or move between tables. You are also invited to stay at your designated table through lunch if you wish to continue the conversation beyond the allotted 25 minutes of the session.

☑ **Arrive 5-10 minutes early** so that you can find your table (your session title will be on display) and be prepared to begin at 11:45. Note that the session will be held at The Hub Café in the Dennis Sciama Building, which is across the street from the Richmond Building, where all concurrent sessions take place. Please take this into consideration when planning your arrival at the session.

☑ When the session begins, take a few moments to **give a brief overview of your topic**, then facilitate a discussion with participants.

☑ Prepare **questions** for your attendees to keep the conversation going.

☑ Let attendees know if you will stay through lunch, and if so, invite them to join you to continue the conversation.

☑ Let the audience know if you have uploaded [supplemental material](#) to the online program.

☒ **No electricity or AV equipment will be provided.** If you would like to enhance your IRD with visuals or sound, you are welcome to use your own laptop at your table; however, there will be no access to electrical outlets, so please be sure your computer battery is fully charged.

[<<Return to Table of Contents>>](#)

Panel Session Details & Reminders

A Panel session is an **informed discussion** and/or debate on a topic by panelists with contrasting or complementary points of view, moderated by a Chair, with time reserved for audience participation, questions, and comments.

While panelists are encouraged to make short opening comments, most of the session time should be spent in unscripted discussion or debate amongst the panelists. **Formal presentations are not appropriate for this type of session.** Here are a few things to remember as you plan for your session:

- ✓ **Panelists and the chair should coordinate before the conference** and plan a session that is carefully moderated, engaging, and interactive. Include time for audience participation, questions, and comments.
- ✓ **Arrive 10-15 minutes before your session begins** so you have time to get the “lay of the land” and connect with others in your session.
- ✓ The **Chair** acts as a facilitator by briefly introducing the overall panel/panelists, posing discussion questions as necessary, moderating audience participation, and assisting with the session’s flow.
- ✗ **Do not give formal presentations during the session.** Panelists can prepare brief opening comments, but formal presentations are not appropriate.
- ✓ While formal presentations are not permitted, AV equipment will be available in session rooms if you want to enhance the discussion with visuals or sound.
- ✓ Let the audience know if you have uploaded [supplemental material](#) to the online program. The original submitter should collect material from panelists, compile it into one PDF file, and upload it to the online program.

[<<Return to Table of Contents>>](#)

Presentation Session Details & Reminders for Presenters

A Presentation Session is a grouping of 2-4 related presentations on research and/or practice-based work that are presented in a concise, oral manner. Sessions are moderated by a [chair](#). PowerPoint or other slides/visuals may be used.

Presentation time is shared equally, with 10-15 minutes reserved at the end for collective Q&A/discussion. Be sure to check the online program to see how many presentations will take place during your session.

- If your session has 2 presentations, prepare a 10-minute presentation.
- If your session has 3 presentations, prepare a 12-minute presentation.
- If your session has 4 presentations, prepare a 12-minute presentation.

A well-planned, thought-provoking presentation will ensure that your audience stays engaged during your presentation. Here are a few things to remember as you plan for your session:

☑ **Create a dynamic and engaging presentation.** If using PowerPoint slides, be sure that the slides enhance and are not a replacement for what you are saying. In other words, keep bullet points and text to a minimum and don't just read your slides to the audience. **Please practice and make sure your timing works.**

☑ Bring your presentation material on a **USB drive/memory stick**, if applicable. Note that while there is Internet access in the session rooms, do not rely on a cloud drive or online storage site to load your presentation onto the provided laptop.

☑ **Arrive 10-15 minutes before your session begins** so you have time to load your presentation on to the laptop, get the "lay of the land", and connect with the chair and other presenters in your session.

☑ During your presentation, **be aware of the session chair**. They will be keeping time and will give you a 2-minute warning and "times up" signal. Presentations will be in the same order as they are listed in the program.

☑ Let the audience know if you have uploaded [supplemental material](#) to the online program.

[<<Return to Table of Contents>>](#)

Presentation Session Details & Reminders for Chairs

A Presentation Session is a grouping of 2-4 related presentations on research and/or practice-based work that are presented in a concise, oral manner. Sessions are moderated by a chair. PowerPoint or other slides/visuals may be used.

Presentation time is shared equally, with 10-15 minutes reserved at the end for collective Q&A/discussion. Be sure to check the online program to see how many presentations will take place during your session.

- If the session has 2 presentations, each presentation has 10 minutes to present.
- If the session has 3 presentations, each presentation has 12 minutes to present.
- If the session has 4 presentations, each presentation has 12 minutes to present.

The **role of the chair** is to help the session flow smoothly:

☑ **Review the detailed abstracts** provided in the [online program](#) for each presentation in the session prior to the conference. Familiarizing yourself with the content of the session will help you facilitate a dynamic and engaging session.

☑ **Arrive 10-15 minutes before your session begins** so you have time to introduce yourself to the presenters and go over the session flow with them.

☑ **Remind presenters to load presentation material on to the provided laptop** before the session starts and be sure they can open/start it. If any technical difficulties occur during the session, please notify the University of Portsmouth student assigned to your room. They will be able to assist or find a technician to help.

☑ **Confirm presentation time** with the presenters (see timing above); agree on **2-minute warning and "time's up!" signals**. Remember that 10-15 minutes should be spent after all have presented on collective Q&A/discussion with the audience. We find that it is more dynamic if Q&A is held at the end after everyone presents, creating the opportunity for multiple perspectives on a question or synthesis of comments.

☑ Act as **time guardian** by starting and ending the session (and each presentation within) on time. Make sure you bring a time piece with you!

☑ **Introduce presenters** (just as listed in program: name, organization, presentation title). As necessary, give each one a 2-minute warning and the "time's up!" signal. At the end of each presentation, warmly thank the presenter. Be sure to follow the presentation order as listed in the program. Some conference attendees will come to

the room just to hear one presentation, timing their arrival in accordance with where that presentation is listed in the session: first, second, third, etc.

☑ **Moderate questions/comments** to maximize participation. Please don't let one presenter or audience member dominate.

☑ **Wrap up the session.** Thank the presenters and the audience for attending. Be aware of what follows your session. If there is a break or it's the last session of the day, you can go over by a few minutes. If there is another session, end on time.

[<<Return to Table of Contents>>](#)

Symposium Session Details & Reminders

A Symposium session is a group of concise, oral presentations on a specific common topic facilitated by the Chair, with time reserved for commentary by the Discussant, as well as Q&A/discussion from the audience.

BEFORE THE CONFERENCE

- ✓ **The Chair, Discussant, and presenters should coordinate prior to the conference** to determine how time will be shared between the presentations, Discussant's analysis, and Q&A/discussion with the audience.
- ✓ **Presenters: Create a dynamic and engaging presentation.** If using PowerPoint slides, be sure that the slides enhance and are not a replacement for what you are saying. In other words, keep bullet points and text to a minimum and don't just read your slides to the audience. **Please practice and make sure your timing works.**
- ✓ **Discussant:** Familiarize yourself with the presentations, note at least one interesting aspect of each, draft a few questions, and identify the links between the presentations.
- ✓ **Chair:** Make sure you understand the flow and timing of the session. Familiarize yourself with the participants and presentations so you can introduce each segment of the session.

AT THE SESSION

- ✓ **All:** Arrive **10-15 minutes before your session begins** so presenters have time to load presentations on to the laptop and all can review the plan for the session and be prepared for an on-time start.
- ✓ **Presenters:** Bring your presentation material on a **USB drive/memory stick**, if applicable. Note that while there is Internet access in the session rooms, do not rely on a cloud drive or online storage site to load your presentation onto the provided laptop.
- ✓ **Chair:** Introduce and thank each presenter and the Discussant, keep time so none of the segments (presentation plus any questions) go over, and moderate any discussion after all have presented.
- ✓ **Discussant:** Share brief and constructive feedback, suggest areas for further exploration or implications for the field, and offer themes or questions that bridge the presentations.

☑ Let the audience know if you have uploaded [supplemental material](#) to the online program. The original submitter should collect material from presenters, compile it into one PDF file, and upload it to the online program.

[<<Return to Table of Contents>>](#)

[Workshop Session Details & Reminders](#)

A Workshop is an interactive demonstration or experiential session rooted in audience participation and active learning. **Half or more of the time must be dedicated to experiential learning and innovative, active audience participation.** Here are a few things to remember as you plan for your session:

- ☑ **Create a dynamic and engaging session with ample time dedicated to active audience participation.** If using PowerPoint slides, be sure that the slides enhance and are not a replacement for what you are saying. In other words, keep bullet points and text to a minimum and don't just read your slides to the audience.
- ☑ Bring your presentation material, if applicable, on a **USB drive/memory stick**. Do not rely on a cloud drive or online storage site to load your presentation material onto the provided laptop.
- ☑ **Arrive 10-15 minutes before your session begins** so you have time to load any presentation material on to the laptop and get the "lay of the land".
- ☑ Let the audience know if you have uploaded [supplemental material](#) to the online program.

[<<Return to Table of Contents>>](#)

Templates, Audiovisual, Internet Access, & Technical Assistance

POWERPOINT TEMPLATES

Looking for conference themed slide templates for your presentation? We've got you covered! 6 different templates are available [here](#).

AV EQUIPMENT

ILA provides the following AV equipment for Panel, Presentation, Symposium, and Workshop sessions:

- PC laptop loaded with Office Suite
- LCD projector and screen
- Flip charts and markers
- ILA does not provide wireless presentation remote controls (aka clickers). You are welcome to bring your own clicker to use during your session.
- ILA does not provide microphones or auxiliary laptop speakers. If having amplified sound is important or necessary for your session, please consider traveling with your own equipment.

We strongly encourage all presenters to **use the laptops that are provided** in the presentation rooms. Given that there are sometimes up to 4 presentations in a session, switching back and forth between laptops can be very disruptive to the flow of the session and can take up precious presentation time, not to mention the risk of the switch not going smoothly and technical support being needed. Therefore, please **bring your presentation, if applicable, on a USB drive/memory stick, and load it onto the laptop 10-15 minutes before your session begins.**

Note: No AV equipment or electricity will be provided for the Interactive Roundtable Discussion or Developmental Roundtable Discussion sessions.

INTERNET ACCESS

WiFi is open and free at the University of Portsmouth. The access code will be available at the registration desk.

IMPORTANT: If you are relying on Internet access for the success of your presentation/session, please be aware that **we cannot guarantee connectivity or bandwidth** as it will vary depending on the number of users accessing it at the time. Please have a backup plan in place.

TECHNICAL ASSISTANCE

If you encounter technical difficulties during your session, please notify the University of Portsmouth student assigned to your room. They will be able to assist or find a technician to help.

[<<Return to Table of Contents>>](#)

Supplemental Material & Handouts

We encourage you to upload supplemental material that you would like to share with attendees to the online program site **prior to your session**; however, the system will remain open for uploading indefinitely. Examples of supplemental material to upload include:

- handouts
- a copy of a PowerPoint presentation
- a paper
- information about presenters
- CVs
- information about your research or program
- a combination thereof

Access to this material will be available to anyone that visits the 2022 Women and Leadership Conference [online program](#). Instructions for how to upload are in the next section of this guide.

IMPORTANT: The system allows for **one (1) file** to be uploaded. If you want to include multiple documents (for instance multiple papers, handouts and a paper, handouts and a PowerPoint presentation, an original paper and a PowerPoint presentation, etc.), you will need to **create one file** that contains all the material you want to upload. The easiest way to do this is to convert each item into a PDF and then combine them into one PDF file.

IMPORTANT: For submissions with more than one presenter, please **coordinate with the original submitter**. One person should gather all material from participants and then create one file to upload.

IMPORTANT: **Only the original submitter or individuals with editing access can upload a file.** If you follow the steps below and do not see a link to upload, then you do not have editing access. Please coordinate with the original submitter. If needed, you can request editing access. Contact WLC2022CFP@theILA.org and include “Editing Access Needed” in the subject line and the name of the submission and the person who needs access in the body of the message.

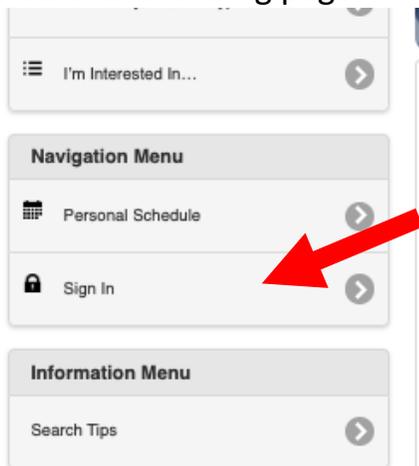
In addition to uploading, **you may bring copies of your material/handouts** to your session in Portsmouth, but the online option saves paper, money, and space in your luggage. Presenters are responsible for creating, copying, and distributing handouts. The staff at University of Portsmouth will be able to help with any copy needs you have. Just stop by the registration desk and ask for help.

We are sometimes asked: How many attendees might I expect in my concurrent session room? This is very difficult to predict because attendees do not have to register for individual sessions. Given the number of registrants and the number of sessions, we advise bringing a maximum of 20 copies or whatever you are comfortable traveling with. If you run out, direct people to your upload in the online program.

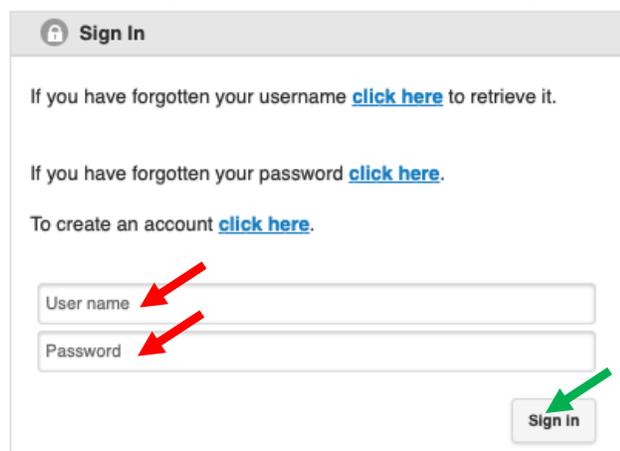
[<<Return to Table of Contents>>](#)

Instructions for Uploading Supplemental Material

1. **Log in** to All Academic (the online program/submission site) at <https://convention2.allacademic.com/one/ila/wlc22/> by clicking on “Sign In” on the left side of the landing page.

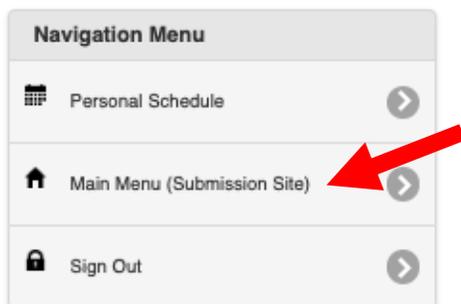


Then enter your ILA username and password and click the “Sign In” button.

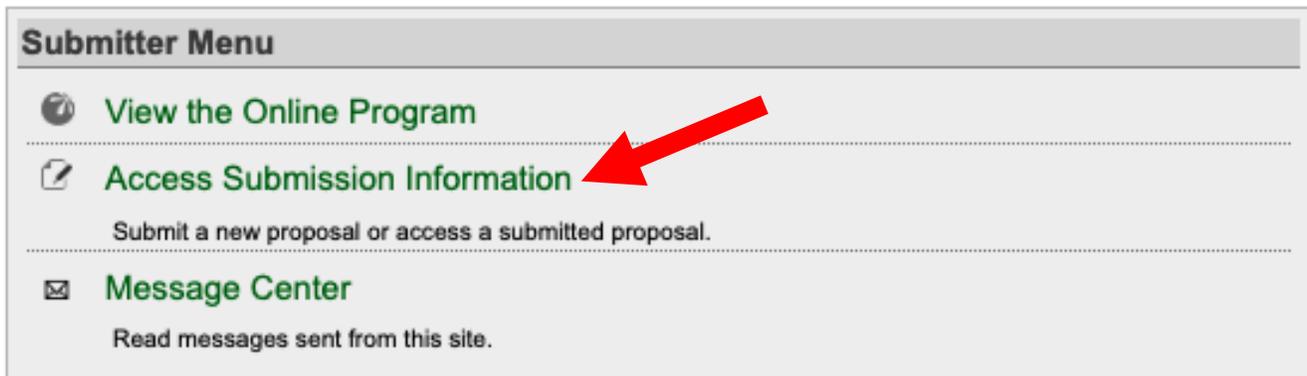
A screenshot of the 'Sign In' form. The form has a title 'Sign In' and a lock icon. Below the title, there are three links: 'click here' for forgotten username, 'click here' for forgotten password, and 'click here' for account creation. Below the links are two input fields: 'User name' and 'Password'. A red arrow points to each input field. At the bottom right of the form is a 'Sign In' button, with a green arrow pointing to it.

If you have forgotten your username or password, click on the appropriate link above the username and password fields. **Please do not create a new profile**; your submission will only be accessible through the profile under which you submitted.

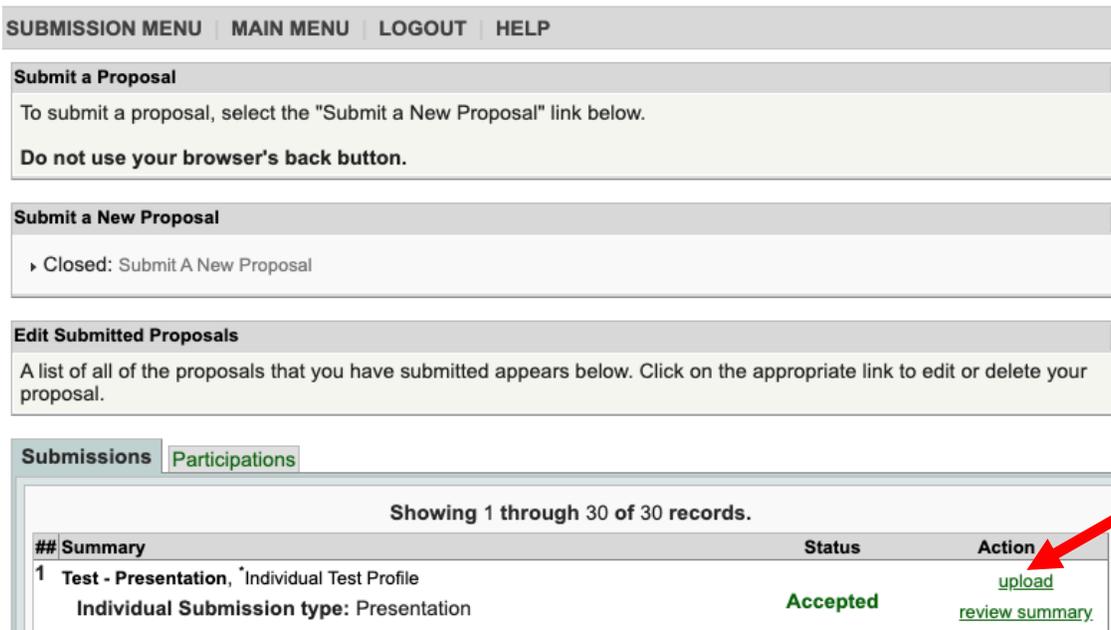
2. Under the Navigation Menu, click on “**Main Menu (Submission Site)**”.



3. Under Submitter Menu, click on “Access Submission Information”.



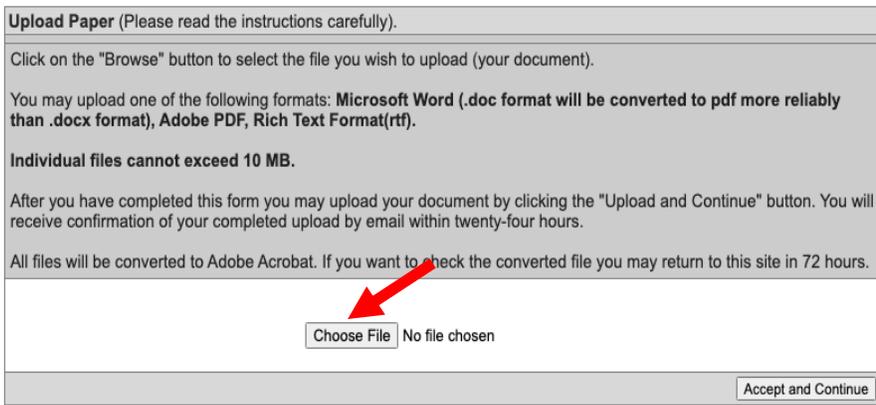
4. In the Submissions tab, you’ll now see a list of your submission(s). To the right of a title will be an “upload” link. Click on the word “upload”.



If you do not see the title listed under the Submissions tab, it means that you do not have editing access to that submission. Please coordinate with the original submitter. If needed, you can request editing access. Contact WLC2022CFP@theILA.org and include “Editing Access Needed” in the subject line and the name of the submission and the person who needs access in the body of the message.

5. Near the bottom of the next page, click on “Choose File” to browse your computer and select the document to upload. You may upload one of the following formats: PDF, Microsoft Word (.doc is preferred over .docx), or Rich Text Format(rtf); however, we recommend that you **convert your file to PDF format**. Note that files cannot exceed 10

MB.



Upload Paper (Please read the instructions carefully).

Click on the "Browse" button to select the file you wish to upload (your document).

You may upload one of the following formats: **Microsoft Word (.doc format will be converted to pdf more reliably than .docx format), Adobe PDF, Rich Text Format(rtf).**

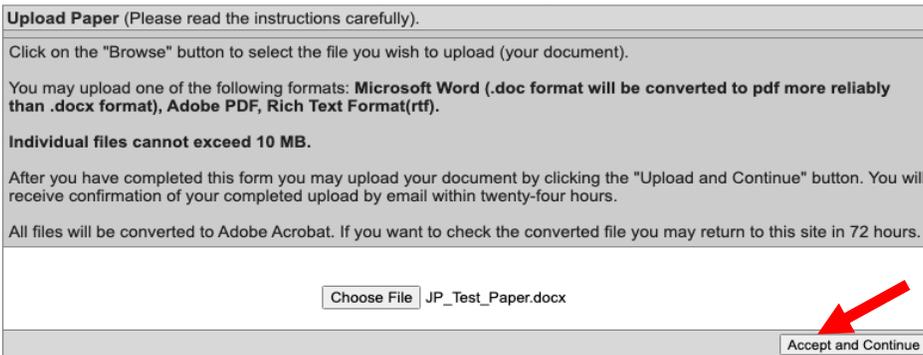
Individual files cannot exceed 10 MB.

After you have completed this form you may upload your document by clicking the "Upload and Continue" button. You will receive confirmation of your completed upload by email within twenty-four hours.

All files will be converted to Adobe Acrobat. If you want to check the converted file you may return to this site in 72 hours.

No file chosen

6. Select the appropriate file from your computer and click “**Open**” to upload it to the system. The name of the file will appear next to “Choose File”. Click the “**Accept and Continue**” button to complete the upload.



Upload Paper (Please read the instructions carefully).

Click on the "Browse" button to select the file you wish to upload (your document).

You may upload one of the following formats: **Microsoft Word (.doc format will be converted to pdf more reliably than .docx format), Adobe PDF, Rich Text Format(rtf).**

Individual files cannot exceed 10 MB.

After you have completed this form you may upload your document by clicking the "Upload and Continue" button. You will receive confirmation of your completed upload by email within twenty-four hours.

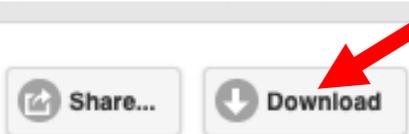
All files will be converted to Adobe Acrobat. If you want to check the converted file you may return to this site in 72 hours.

JP_Test_Paper.docx

You will see a confirmation screen and will also receive a confirmation email within twenty-four hours. Uploads typically are viewable immediately; however, in rare cases, the conversion may take up to 72 hours.

If at any time you want to replace the uploaded file with a revised version, simply follow these same steps, choose the new file, and it will replace the one you previously uploaded.

Once a file has been uploaded for a presentation/session, a “Download” button will appear at the top of a presentation/session’s information page in the online program.



Benevolent Sexism and Female Leader Self-Efficacy

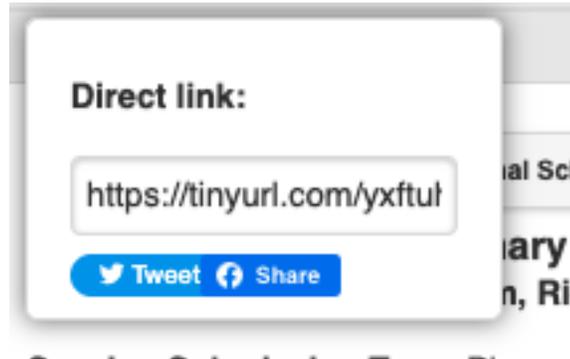
[<<Return to Table of Contents>>](#)

Promote Your Session

The [on-line program](#) makes sharing via social media easy! Find your session entry by using the search tools (see [above](#)), then click on the "Share" button above the title of the session.



A small pop-up window will appear containing a tiny URL which links directly to your session entry in the online program.



Share and post about your session to Twitter and Facebook by clicking on the links provided in the pop-up window or copy the tiny URL and post to Instagram, LinkedIn, or other social media networking accounts.

ILA's Marketing Toolkit has great resources including sample emails, sample social posts/graphics, recommended hashtags and tags, etc. that you can customize and distribute to your networks. [Access the Marketing Toolkit here.](#)

[<<Return to Table of Contents>>](#)