

## THE AUTHOR'S ROLE

### Papers accepted for 'Full Presentation'

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The duties of the **Author** are as follows:

1. If your paper is revised before the actual presentation, please send a copy of the modified manuscript to your session Discussant(s). This should be sent **at least two weeks** prior to the Annual Meeting.
2. Prepare a **20-25 minute** presentation on your paper. Given this time constraint, your task within this session is to provide the highlights of your paper. **One of your major objectives is to whet the appetite of the listener to read your paper.** Importantly, you will need to keep to the time limit. **DO NOT GO OVER!**
3. In preparing your actual remarks, you are encouraged to consider including the following points in your presentation: (a) indicate the source of your work and the relationship it has with other areas, (b) sketch the basic structure of your model and/or research ideas, (c) highlight the hypotheses you tested, the general methodology used, and the analytical tools used to test the hypotheses, (d) discuss the implications of your work for researchers, practitioners and instructors, (e) state specifically what is different or superior about your approach and/or your findings, and (f) indicate your willingness to discuss your ideas further with attendees. Above all, **DO NOT READ YOUR PAPER!** This approach does little to generate interest on the part of the audience, and it is an ineffective way to communicate ideas.

Additionally, IBAM is interested in the practitioner-oriented and application of your theories to "real-life". Please remember that point and try to dedicate a portion of your paper to the appreciation of how your paper informs the practice of management. While the literature review is important, try to minimize your points to the significant contributions of the extant literature relative to your specific paper.

4. In preparing your talk, you may want to use overheads to convey important points to the audience. Please be sure that these overheads are simple, clear and readable. You are encouraged to print them in a **large** font style so that they can be seen from the back of a large room. If it is absolutely necessary to present large amounts of data, you may want to consider producing individual handouts for audience members.
5. On the day of your session, plan to meet your Session chair **before** your session convenes. Plan to be at your assigned meeting room several minutes before the session is to begin and introduce yourself to the other session members -- especially your Chair and Discussant.
6. Audience members may request copies of your full paper. Your paper has been accepted for the 6-page abridged version for the IBAM proceedings that is available to all IBAM attendees. You can handle a request for the full paper in a number of

ways: (1) you can bring copies of your work for distribution after your paper session (plan for 5-8 copies of your paper), (2) you can bring a sign-up list so that attendees can request a copy of the full paper to be sent to them after the conference, or (3) you can collect business cards from interested audience members after your session.