

## **Session Format**

The session chair will begin the session with a brief introduction and may use the attached script for reference. Regular paper sessions will be 90 minutes long and each presentation will be allowed 20 minutes, followed by 10 minutes of Q&A.

Alternative-format and standing committee sessions may not follow the SMT's regular paper session format; however, in general, each presentation is allowed 20 minutes with 10 minutes of Q&A.

*It is up to the chair to ensure that each presentation and Q&A last no more than 30 minutes. The session chair and monitor are responsible for ending the meeting on time.*

We ask that session participants, particularly chairs, review our [guidelines for respectful interactions](#), [policy on ethics](#), and [policy on harassment](#) for information on what is considered an inappropriate interaction and how to handle it. We will have paper copies of the guidelines and policies available in each session room.

## **SMT Accessibility Guidelines for Session Chairs and Speakers**

All presentations should be accessible to all members of the SMT community, including those with visual impairments, hearing impairments, and other disabilities.

- For **handouts**:
  - Presenters should make at least 5 additional copies in a larger, easy-to-read font. These will typically be reproduced on a larger page.
- For **PowerPoint presentations**:
  - The font should be large enough to be legible for someone standing at the very back of the room
- For **poster presentations**:
  - Fonts and graphics should be large enough to be legible for someone standing 3–4 feet away.
- For **handouts, PowerPoint slides, and posters**:
  - The Networking committee is accepting handouts that will be made available to the general public. The Networking chair will send a message to all presenters soliciting handouts/supplementary materials in mid-October.
  - All supplementary material should be formatted as pdf documents; poster presenters may provide a PDF of their poster or slides.
  - The links will remain available through the end of the calendar year and then be removed.
  - Presenters are also encouraged to create and provide a URL for their handout at their session.
- **Voice** projection:
  - Be sure that the microphone is working

- All presenters must use a microphone (even if they claim not to need it!)
- Audience questions must also be communicated through a microphone and will be answered only if they have been so amplified
- Wireless mics will be available in all SMT session rooms
- For session chairs and monitors: Wheelchair accessibility and reserved **seating**:
  - The first row at the front of the room and two seats in the back should be reserved for people with special needs
  - In addition, at least one space in the front and one in the back should be reserved for wheelchairs
  - Please remind the audience of the presence of this accessible seating and that they cannot block access to it by remaining standing in the aisles or doorway, especially in crowded sessions
- Assistance for accessibility will be provided on site by the volunteer session monitors

### SAMPLE SCRIPT FOR CHAIRS OF PAPER SESSIONS

Welcome to the SMT session entitled <title>.

I'm <name> from <affiliation> and I will be serving as chair. I wish to thank our volunteer monitor, <name> from <affiliation>.

“The Society for Music Theory wishes to create a meeting in which all participants feel safe, welcomed, and included. This should be a space of respectful and constructive discourse. To facilitate such an environment, we ask that all attendees refer to, and abide by, our guidelines on respectful interactions, and policies on ethics and harassment, which we have copies of in the back of the room.”

Our first presenter is <name> from <affiliation>, speaking on <paper title>.

Our second . . .

Our third . . .

Thank you for these excellent presentations. I now invite questions from the audience. Thank you to all our presenters for their illuminating presentations and discussion. Please be sure to attend the SMT Business Meeting and Awards Ceremony, 3–4:15 pm on Saturday, November 12th.