

New York Conference on Asian Studies Annual Meeting  
October 29–30, 2004, at Bard College

## **GUIDELINES FOR PANEL PARTICIPANTS**

Conference website: <http://inside.bard.edu/nycas>

In the interest of academic quality and smooth operation of the annual meeting, all participants in panels and round tables should carefully note the following guidelines:

1. All participants must register for the meeting and complete payment by September 20th. This includes all presenters, members of round tables, discussants, and chairs. A registration form for on-line submission is found on the conference website. The names of panelists who have not registered will not appear in the printed program of the conference.
2. As in all AAS regional meetings, funding is not available from NYCAS for travel, lodging, meals, or registration fees for conference participants.
3. Inasmuch as possible, participants are expected to attend the entire conference. Their interdisciplinary contribution as active members of the audience for others' presentations is as important as their own presentations.
4. One hour and thirty minutes is allotted to each panel session. Panels should begin and end on time. Individual papers in three-paper panels should take no more than twenty minutes; in four-paper panels the limit is fifteen minutes. Those who intend to read their papers should be aware that no more than eight pages of double-spaced script can be read in twenty minutes. Additional material will have to be summarized briefly by the presenter. Discussants should speak for ten minutes. It is important to allow time for members of the audience to comment and ask questions.
5. Each panelist should see that other members of the panel, including chair and discussant, are sent copies of his/her paper no later than September 20th. Panel chairs should facilitate and monitor the exchange of papers prior to the meeting.
6. In the event that any participant cannot attend the meeting, he/she should notify the program chair immediately.

Direct inquiries to the program chair:

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