



Important Conference Information for Presenters

With just over **six weeks to go** before the 2014 Work and Family Researchers Network Conference, please review the following important information for presenters:

Conference Guidelines for Presentations

The 2014 WFRN Conference Program consists of nearly 200 sessions over three full days, June 19-21. Most regular sessions are 90 minutes, with the exception of one timeslot of 60 minute sessions (Friday June 20th from 3:50-4:50). Each symposium presenter should plan to speak for approximately 12-15 minutes, with the expectation that about 5 minutes of questions will follow each presentation, and there should be a few minutes at the end of the session for additional comments and discussion. Symposia with more than 5 panelists will include shorter presentations. Laptops, projectors and screens will be available in all rooms.

Organizers of symposia should contact presenters in their sessions to coordinate. *Sessions without an organizer will need one of the presenters to chair the session* – introduce the session, keep track of time, keep the session moving, field audience questions, and organize the discussion. All presentations for each session must be saved on one flash drive prior to the session. Please coordinate with your co-presenters – emails can be found in the [WFRN Member Directory](#) (you will need to be a member and logged in to view the Directory) or contact us for assistance at: workandfamily@sas.upenn.edu.

Guidelines for Posters

There will be one poster session on each of the three days of the Conference.



Poster sessions will be in one large room and are 45 minutes long. Presenters should arrive 15 minutes prior to their session to set up materials. Posters may be left on display for the remainder of the day following each session, and should be removed before the end of the day.

The posters will be displayed on boards that are 30 inches high by 40 inches wide, and are attached to easels provided by the hotel. Presenters should bring the printed content, but do not need to bring the poster board itself or pins for attaching poster components. Poster presenters are also welcome to bring handouts to distribute to attendees. No Audio Visual equipment will be available for poster sessions.

Revised Conference Program

Please look carefully at your presentation and session in the most recent version of the [WFRN Conference Program](#). If you have an accepted presentation that is part of the Conference Program and are unable to present or you have a scheduling conflict, please let us know as soon as possible at: workandfamily@sas.upenn.edu.

Have you Registered, Paid your Membership Dues and Reserved your Hotel Room?

Please pay your [Membership Dues](#), [Register](#) for the Conference and [Book your Hotel Room](#) as soon as possible. **If you are presenting at the conference, you must join WFRN as a 2014 member.**

We look forward to seeing you in June!

The WFRN Team