

12th International Conference of the History of Science in East Asia  
Program in the History of Science, Technology, and Medicine  
Johns Hopkins University, Baltimore, Maryland  
July 14-18, 2008

**Directions for Speakers at Concurrent Sessions:**

- 1) Before coming to Johns Hopkins please provide your session chair with biographical details for your introduction and a copy of your paper. The latter will help him/her lead the question/answer period. As a guideline, the written version of the talk that you plan to present orally should be no more than 10 pages. This allows for 2 mins a page when you read it out loud in 20 mins.
- 2) Sessions run for 2 hours. Your session has three presentations, if it is part of a panel, and four presentations, if it was submitted as an individual paper. Each paper has 20 mins and a 10 minute question period. Question/answer periods are not delayed until the end of the entire session as they often are at other historical conferences. Q&A must follow each paper in order to enable audience members to move among concurrent sessions readily should they wish to hear a paper at another session.
- 3) The difference between a 3-paper panel session and 4-paper individual paper session is that the panel sessions have an extra 30 mins after the Q&A for the third paper. This additional 30 mins allows for a more general discussion about the broader themes all three papers of the panel raised.
- 4) All concurrent sessions will have computers with digital projectors connected to them. Bring your files on a travel/stick/flash/ (USB) drive, CD, DVD. The computers will be configured to handle PC software only. If you did not use a PC in preparing your file, please reformat it before you get to Johns Hopkins. Prudence also encourages bringing two separate copies on two separate drives. If you require any other kind of AV equipment you must inform the program chairs Carol Benedict and Michele Thompson.
- 5) **It does matter what you say, how you say it, and how long you take to present!**  
**Guidelines for a successful oral presentation:**
  - a) Present your research in such a way that it will be interest for the ICHSEA audience
  - b) Highlight your own original research, new primary sources, and/or new interpretations of previous arguments
  - c) Rehearse your talk to ensure that it fits within the twenty-minute allotment
  - d) Have your name card, copies of publications, and copy of your paper (if it is ready) available to distribute to other scholars interested in your research after your session

Thanks for contributing to the 12th ICHSEA Meeting!

Dr. Carol Benedict and Dr. Michele Thompson, Program Chairs  
benedicc@georgetown.edu  
thompsonc2@southernct.edu