PREPARING FOR YOUR IN-PERSON SESSION

Table of Contents

Questions?
Email Global2022CFP@ilaglobalnetwork.org or call +1 202.470.4818 ext. 106
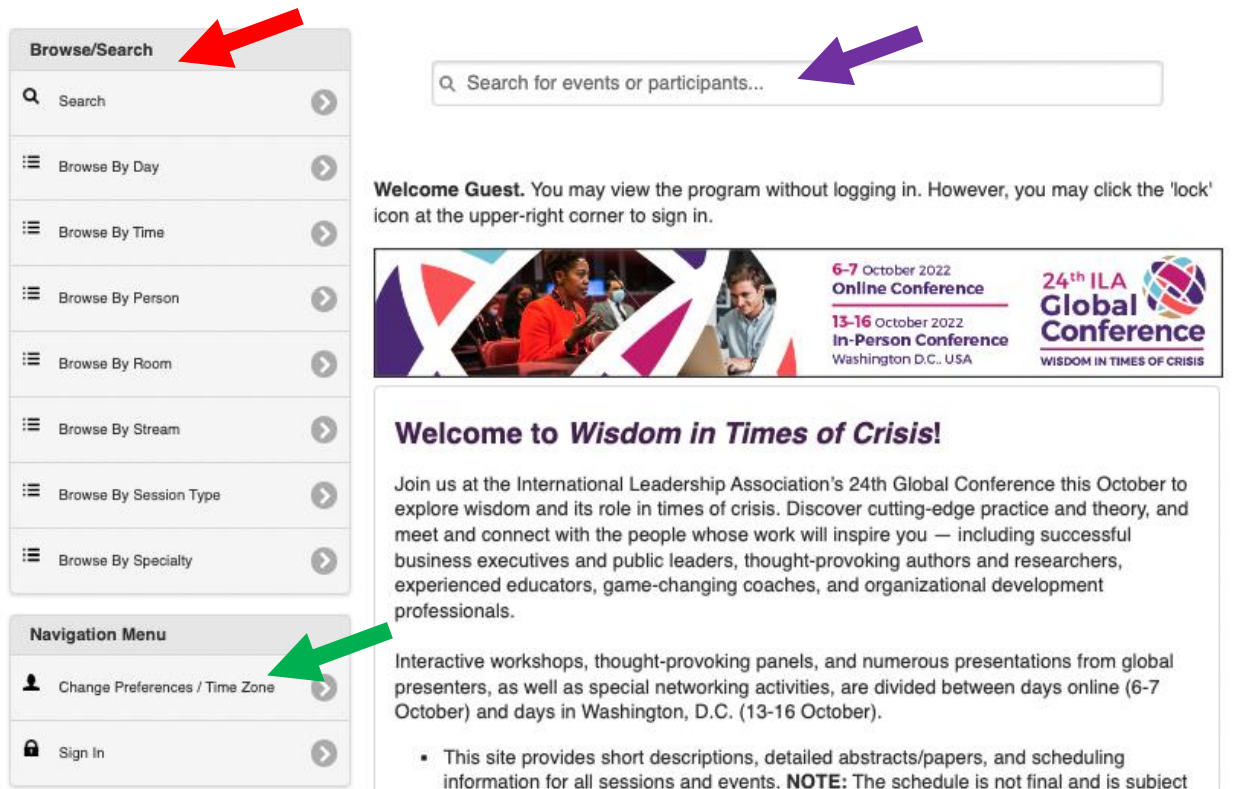
Check Your Session Date, Time, & Location

We encourage you to check the date, time, and location of your session and **explore the full conference program** before the online (6-7 October) and onsite (13-16 October) conference!

IMPORTANT: Some adjustments to the program have occurred since scheduling information was shared in August. For example, the overall session length may have changed if presenters or panelists withdrew. Please update your calendar accordingly. Presenters on Presentation sessions, your individual presentation time remains 12 minutes even if the session length has changed.

Access the program now at https://convention2.allacademic.com/one/ila/ila22/. NOTE: This link takes you to the online program/All Academic, which serves as the evergreen site for the conference. You will also receive a PDF copy of the Program Book and access to the conference app prior to the conference.

Click on one of the browsing/search options on the menu on the left side of the page or use the search field at the top of the page. The quickest way to find your session schedule is to enter your last name in the search field; however, you can search by several different factors such as session title, presentation title, affiliation, etc.

IMPORTANT: All times are listed in Eastern Daylight Time (EDT)/UTC -4. **If you are attending online sessions (6-7 October), be sure to set your time zone preference so times display in both EDT and your local time zone**. The system will automatically ask you to do so when you first access the site. If you need to change your time zone setting, select "Change Preferences/Time Zone" from the "Navigation Menu" on the left side of the home page (green arrow above).

Templates, Audiovisual, Internet Access, & Technical Assistance

POWERPOINT TEMPLATES

Looking for conference themed slide templates for your presentation? We've got you covered! Templates are available here. Note that you are not required to use the templates.

AV EQUIPMENT

ILA provides the following AV equipment **for Panel, Presentation, Symposium, and Workshop sessions**:

☑ PC laptop loaded with Office Suite

☑ Small auxiliary laptop speakers (Exception: Constitution A & B has mics and built-in speakers)

☑ LCD projector and screen

☑ Flip charts and markers

☒ ILA does not provide wireless presentation remote controls (aka clickers). You are welcome to bring your own clicker to use during your session.

☒ Microphones will not be provided except for in Constitution A & B.

You must **use the laptops that are provided** in the presentation rooms. Given that there are sometimes up to 5 presentations in a session, switching back and forth between laptops is very disruptive to the flow of the session, not to mention the risk of the switch not going smoothly and technical support being needed. Therefore, please **bring your presentation material, if applicable, on a USB drive/memory stick, and load it onto the laptop 15 minutes before your session begins.**

NOTE: No AV equipment or electricity will be provided for Interactive Roundtable Discussions, Posters, or the Emerging Scholars Research Consortium session.

INTERNET ACCESS

☑ WiFi is open and free at the Grand Hyatt. The access code will be available at the registration desk and in the conference app.

IMPORTANT: If you are relying on Internet access for the success of your presentation/session, please be aware that **we cannot guarantee connectivity or bandwidth** as it will vary depending on the number of users accessing it at the time.

Please have a backup plan in place. If you want a guaranteed connection, you'll need to purchase a dedicated hard-wired line from the Grand Hyatt at the cost of $695 USD. Reach out to us at global2022cfp@ilaglobalnetwork.org and we will put you in touch with the appropriate person at the Grand Hyatt.

TECHNICAL ASSISTANCE

If you encounter technical difficulties during your session, please notify an ILA volunteer (they may be in your room or in the hallway and will be wearing yellow hats with an ILA logo). They will arrange for assistance from an on-site technician.

<<Return to Table of Contents>>

Supplemental Material & Handouts

SUPPLEMENTAL MATERIAL

We encourage you to upload supplemental material that you would like to share with attendees to the online program/evergreen site **prior to the conference/your session**; however, the system will remain open for uploading indefinitely. Examples of supplemental material to upload include:

- handouts
- a copy of a PowerPoint presentation
- a paper
- information about presenters
- CVs
- information about your research or program
- a combination thereof

Access to this material will be available to anyone that visits the 2022 ILA Global Conference [online program](#).

IMPORTANT: The system allows for **one (1) file** to be uploaded. If you want to include multiple documents (for instance multiple papers, handouts and a paper, handouts and a PowerPoint presentation, an original paper and a PowerPoint presentation, etc.), you will need to **create one file** that contains all the material you want to upload. The easiest way to do this is to convert each item into a PDF and then combine them into one PDF file.

IMPORTANT: For submissions with more than one presenter, please **coordinate with the original submitter**. One person should gather all material from participants and then create one file to upload.

IMPORTANT: Only the original submitter or individuals with editing access can upload a file. If you follow the steps below and do not see a link to upload, then you do not have editing access. *Please coordinate with the original submitter.* If needed, you can request editing access. Contact Global2022CFP@ilaglobalnetwork.org and include "Editing Access Needed" in the subject line and the name of the submission and the person who needs access in the body of the message.

[Instructions](#) **for how to upload are in the next section of this guide.**

HANDOUTS

In addition to uploading, **you may bring copies of your material/handouts** to your session in Washington, D.C. to distribute to attendees during your session, BUT the

online option saves paper, money, and space in your luggage.

Presenters are responsible for creating, copying, and distributing handouts. Material may only be distributed during your session.

We are sometimes asked: How many attendees might I expect in my concurrent session room? This is very difficult to predict because attendees do not have to register for individual sessions. Given the number of registrants and the number of sessions, we advise bringing a maximum of 40 copies or whatever you are comfortable traveling with. If you run out, direct people to your upload in the online program.

<<Return to Table of Contents>>
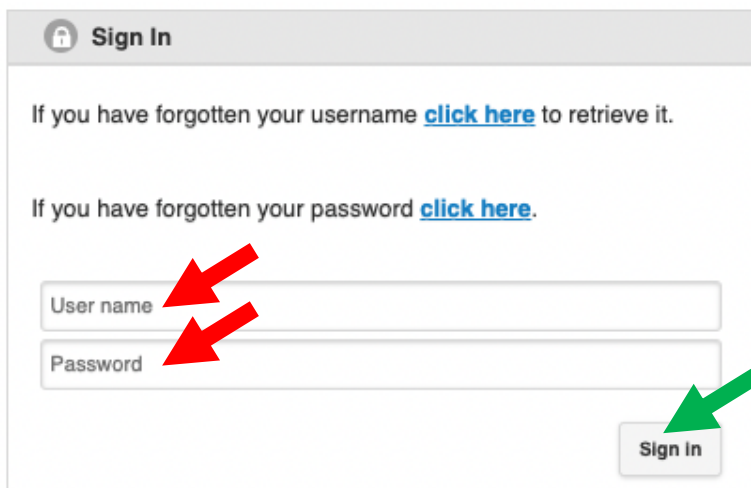
Instructions for Uploading Supplemental Material

1. **Log in** to All Academic (the online program/evergreen site) at
https://convention2.allacademic.com/one/ila/ila22/ by clicking on "Sign In" on the left
side of the landing page.
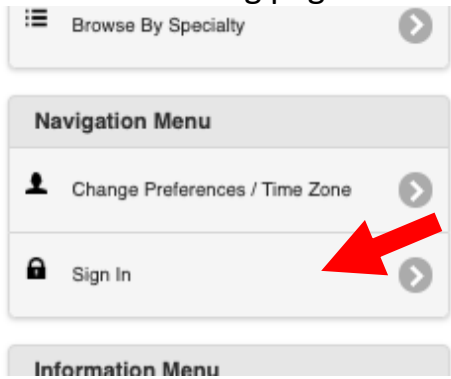
Then enter your ILA username and password and click the "Sign In" button.

If you have forgotten your username or password, click on the appropriate link above
the username and password fields. **Please do not create a new profile**; your submission
will only be accessible through the profile under which you submitted.

2. Under the Navigation Menu, click on "**Main
Menu (Submission Site)**".
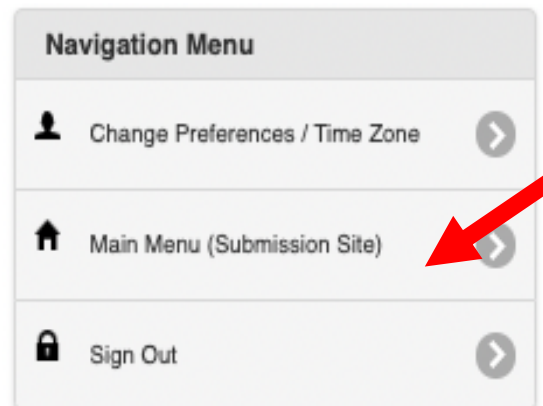
3. Under Submitter Menu, click on "**Access Submission Information**".
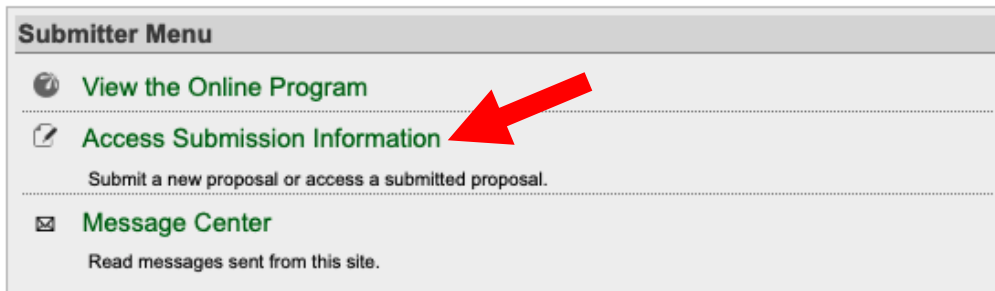
4. In the Submissions tab, you'll now see a list of your submission(s). To the right of a title will be an "**upload**" link. Click on the word "upload".
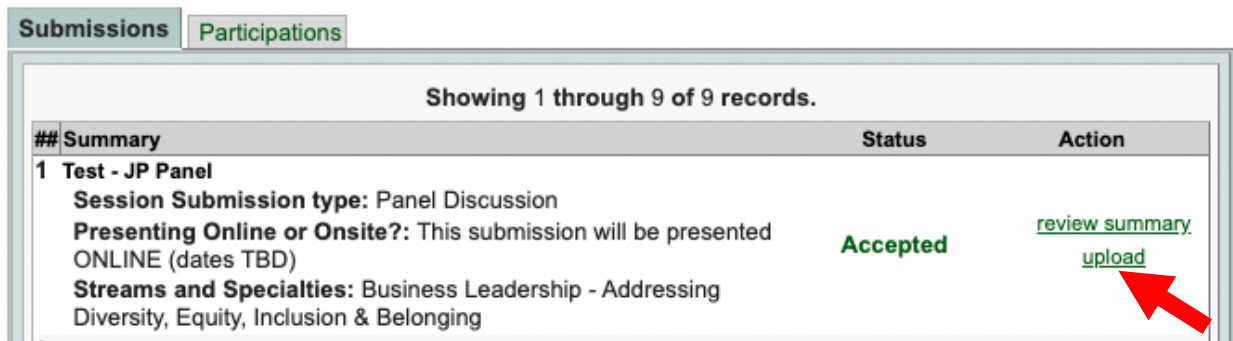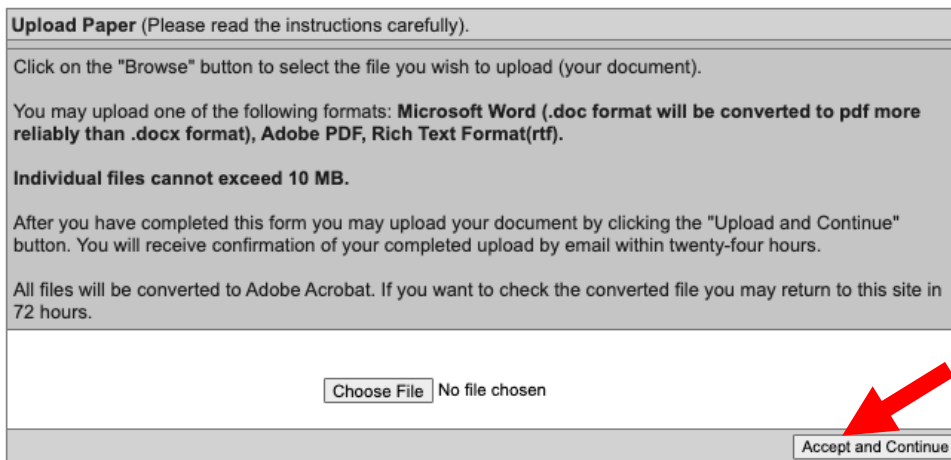
If you do not see the title listed under the Submissions tab, it means that you do not have editing access to that submission. *Please coordinate with the original submitter.* If needed, you can request editing access. Contact Global2022CFP@ilaglobalnetwork.org and include "Editing Access Needed" in the subject line and the name of the submission and the person who needs access in the body of the message.

5. Click on "**Choose File**" to browse your computer and select the document to upload. You may upload one of the following formats: PDF, Microsoft Word (.doc is preferred over .docx), or Rich Text Format(rtf); however, we recommend that you **convert your file to PDF format**. Note that files cannot exceed 10 MB.
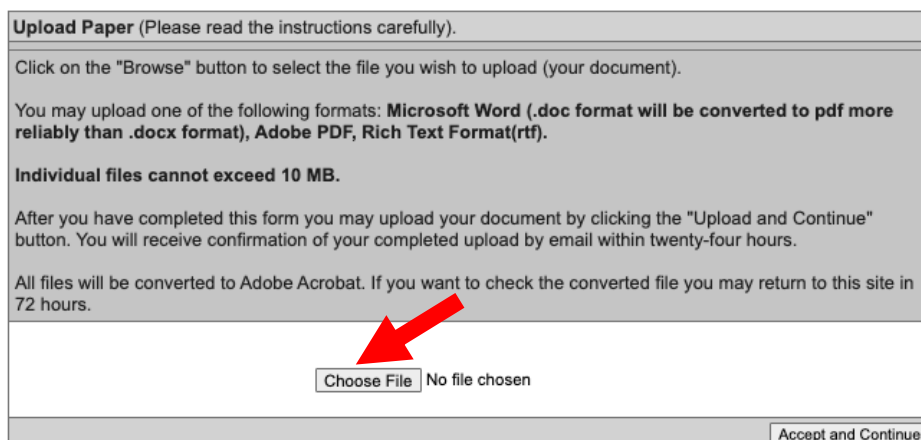
6. Select the appropriate file from your computer and click "**Open**" to upload it to the system. The name of the file will appear next to "Choose File". Click the "**Accept and Continue**" button to complete the upload.

You will see a confirmation screen and will also receive a confirmation email within twenty-four hours. Uploads typically are viewable immediately; however, in rare cases, the conversion may take up to 72 hours.

If at any time you want to replace the uploaded file with a revised version, simply follow these same steps, choose the new file, and it will replace the one you previously uploaded.

Once a file has been uploaded for a presentation/session, a "Download" button will appear at the top of a presentation/session's information page in the online program.

<<Return to Table of Contents>>
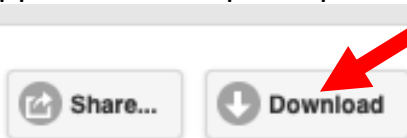
Promote Your Session

The on-line program makes sharing via social media easy! Find your session entry by using the search tools (see above), then click on the "Share" button above the title of the session.
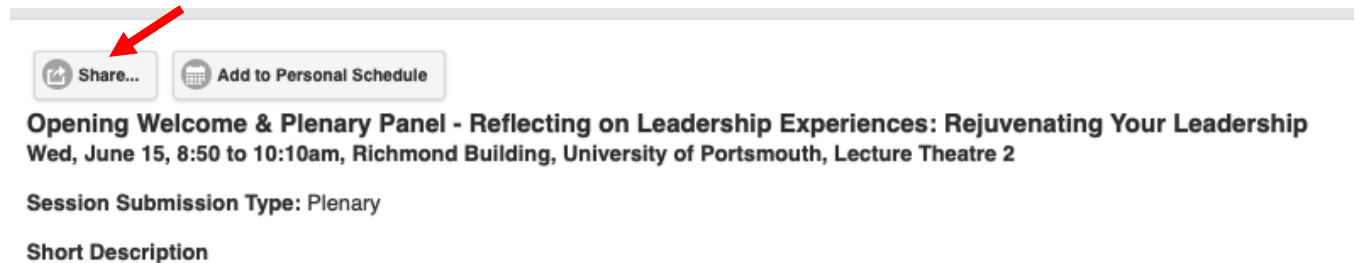
A small pop-up window will appear containing a tiny URL which links directly to your session entry in the online program.

Share and post about your session to Twitter and Facebook by clicking on the links provided in the pop-up window or copy the tiny URL and post to Instagram, LinkedIn, or other social media networking accounts.

ILA's Marketing Toolkit has great resources including sample emails, sample social posts/graphics, recommended hashtags and tags, etc. that you can customize and distribute to your networks. **Access the Marketing Toolkit here.**

<<Return to Table of Contents>>

Emerging Scholars Research Consortium

The Emerging Scholars Research Consortium (ESRC) is a unique mentoring opportunity at the ILA global conference where emerging/junior scholars present a poster on their research to a group of seasoned senior scholars. Each junior scholar is paired with a senior scholar mentor who provides in-depth feedback, advice, and fresh perspectives. The ESRC serves as a venue for junior and senior leadership scholars to interact, foster collaboration, meet potential co-authors, and continue to enrich the field.

The Emerging Scholars Research Consortium will take place on Saturday, 15 October, 15:00-16:20 EDT, in the Independence Ballroom.

BEFORE THE CONFERENCE

☑ **Prepare your poster!** A poster is a visual representation (using text, graphics, photographs, data samples, etc.) of your research/work that engages the viewer and is printed and displayed on a board at the conference.

- There are numerous programs with which posters can be created, but PowerPoint is the most common choice. Free PowerPoint templates for posters are available online. Simply search for "free PowerPoint research poster templates" or something similar.

- While ILA does not have poster templates, conference branded PowerPoint slide templates are available here; you are not required to use them.

- The most important thing is to make your information **visually appealing** without overwhelming the reader. This typically means keeping text to a minimum and letting the graphics do the talking.

- Sections of your poster might include title, introduction/objectives/aims/ problem/goal, methods, results, conclusion, references, acknowledgements, contact information.

- There are many examples of good posters on the internet; search for "examples of poster presentation for conference".

- Print your poster (see size specifications below) and bring it with you to the conference.

☑ **Poster Specifications**

Posters will be displayed on 8' x 4' (2.4m x 1.2m) horizontal cork boards. 2 posters will share each board (1 per side).

- ESRC posters should be **no larger than 8' x 4' (2.4m x 1.2m)**.

- Posters will be displayed horizontally (landscape).
- Posters will be fastened to cork boards with push pins, which will be provided.

☑ **Prepare a brief overview** of your poster/topic (8-10 minutes) and practice the timing.

☑ **Connect with your Senior Scholar:** Introduce yourself and your work, share your poster, and communicate what you are most looking forward to discussing during the event.

☑ **(OPTIONAL) Upload a copy of your poster to the conference evergreen site.** More details here.

SETUP & REMOVAL

☑ **Set up your poster on Saturday, 15 October, 12:00 – 14:45**. Push pins will be provided.

☑ Posters will be displayed in alphabetical order by title (as it appears in the program).

☑ **Remove your poster by 18:00** (see After the Session section below). *Posters that remain on the boards at 18:00 will be discarded.*

AT THE SESSION

☑ Emerging Scholars will have **8-10 minutes to present their poster to their Senior Scholar mentor.** Senior Scholars will then spend up to 20-30 minutes asking questions, giving feedback, and offering advice.

☑ For the remaining time, Senior Scholars will visit other posters, and ask questions to, converse with, and offer feedback to other Emerging Scholars.

☒ **No electricity will be available, nor will AV equipment or display tables be permitted.**

AFTER THE SESSION

☑ **(OPTIONAL)** You are **invited to remain at your poster and participate in the Interactive Roundtables and Posters Session** (16:25 – 17:40) that immediately follows the ESRC session in the Independence Ballroom. This is optional but is a great opportunity for networking and receiving additional feedback. The time can also be used to have additional conversations with your Senior Scholar mentor.

<<Return to Table of Contents>>

Interactive Roundtable Discussion (IRD) Session Details & Reminders

The Interactive Roundtable Discussion format is an excellent venue for getting targeted feedback and meeting colleagues. The presenter(s) will frame the topic, pose questions, and facilitate a discussion with participants. **A traditional/formal presentation is not appropriate for this session type.** You can allow participants to steer the discussion, or you can ask specific questions of the participants if you are looking for targeted feedback. Come prepared with several questions to start/keep the discussion rolling.

The [Interactive Roundtables and Posters Session](#) will take place on Saturday, 15 October, 16:25-17:40 in the Independence Ballroom and will coincide with afternoon refreshments. Each discussion will have an assigned table (your IRD title will be on the table). The 75-minute session will be divided into **three 23-minute time blocks**, which will give attendees the opportunity to visit three tables/discussions. We'll allow ~3 minutes for attendees to transition between tables.

Here are a few things to remember as you plan for your session:

☑ Prior to the conference, prepare a brief overview of your topic, as well as several questions to start/keep the discussion rolling.

☑ **(OPTIONAL)** Prior to the conference, **upload supplemental material to the conference evergreen site.** More details [here](#).

☑ **Arrive 10-15 minutes early** so that you can find your table (your session title will be on the table) and be prepared to begin at 16:25. NOTE: No signal will be given at the start time. Plan to begin promptly at 16:25.

☑ At the beginning of each 23-minute time block, take a few moments to **give a brief overview of your topic**, then facilitate a discussion with participants. You can allow attendees to steer the discussion, or you can ask specific questions if you are looking for targeted feedback. Use prepared questions to start/keep the conversation going.

☑ A bell will ring at the end of each time block so participants can switch to another discussion, if they so choose. After ~3 minutes or when attendees arrive, begin again.

☒ Formal presentations are not appropriate for the IRD session.

☒ **No electricity or AV equipment will be provided**. If you would like to enhance your IRD with visuals or sound, you are welcome to use your own laptop at your table; however, there will be no access to electrical outlets, so be sure your computer battery is fully charged.

Panel Session Details & Reminders

A Panel session is an **informed discussion and/or debate** on a topic by panelists with contrasting or complementary points of view, moderated by a Chair, with time reserved for audience participation, questions, and comments.

While panelists are encouraged to make short opening comments, most of the session time should be spent in *unscripted* discussion or debate amongst the panelists. **Formal presentations are not appropriate for this type of session.**

Here are a few things to remember as you plan for your session:

☑ **Panelists and the chair should coordinate before the conference** and plan a session that is carefully moderated, engaging, and interactive. Include time for audience participation, questions, and comments.

☑ **(OPTIONAL) Upload supplemental material to the conference evergreen site.** More details here. *The original submitter should collect material from panelists, compile it into one PDF file, and upload it to the online program*

☑ **Arrive 15 minutes before your session begins** so you have time to get the "lay of the land" and connect with others in your session.

☑ The **Chair** acts as a facilitator by briefly introducing the overall panel/panelists, posing discussion questions as necessary, moderating audience participation, assisting with the session's flow, and starting and ending the session on time.

☒ **Do not give formal presentations during the session.** Panelists can prepare brief opening comments, but formal presentations are not appropriate.

☑ While formal presentations are not appropriate, AV equipment will be available in session rooms if you want to enhance the discussion with visuals or sound. More details here.

☑ Let the audience know if you have uploaded **supplemental material** to the online program/All Academic.

<<Return to Table of Contents>>

Poster Session Details & Reminders

A poster is a visual display of a paper, a research project, a developing idea, or an innovative program that is attached to a poster board and hosted by the creator(s) during the poster session. Posters are an excellent format for receiving feedback from colleagues with common interests. **Formal presentations are not appropriate for this format.**

The [Interactive Roundtables and Posters Session](#) will take place on Saturday, 15 October, 16:25-17:40 in the Independence Ballroom and will coincide with afternoon refreshments. During the session, attendees will visit posters to discuss your work, ask questions, give feedback, etc.

BEFORE THE CONFERENCE

☑ **Prepare and print your poster!** A poster is a visual representation (using text, graphics, photographs, data samples, etc.) of your research/work that engages the viewer, printed, and displayed on a board at the conference.

- There are numerous programs with which posters can be created, but PowerPoint is the most common choice. Free PowerPoint templates for posters are available online. Simply search for "free PowerPoint research poster templates" or something similar.

- While ILA does not have poster templates, conference branded PowerPoint slide templates are available [here](#); however, you are not required to use them.

- The most important thing is to make your information **visually appealing** without overwhelming the reader. This typically means keeping text to a minimum and letting the graphics do the talking.

- Sections of your poster might include title, introduction/objectives/aims/ problem/goal, methods, results, conclusion, references, acknowledgements, contact information.

- There are many examples of good posters on the internet; search for "examples of poster presentation for conference".

- Print your poster (see size specifications below) and bring it with you to the conference.

☑ **Poster Specifications**

Posters will be displayed on 8' x 4' (2.4m x 1.2 m) horizontal cork boards. 4 posters will share each board (**2 per side**).

- ==Posters should be **no larger than 4' x 4' (1.2m x 1.2m)**==. Please do not exceed this size or you will cover your neighbor's poster!
- Posters will be fastened to cork boards with push pins, which will be provided.

☑ **(OPTIONAL) Upload a copy of your poster to the conference evergreen site.** More details here.

SETUP & REMOVAL

☑ ==Set up your poster on **Saturday, 15 October, 12:00 – 14:45**==. Push pins will be provided.

☑ Each poster will be assigned a number in the program book pdf and conference app. Corresponding numbers will be posted on the display boards, so you know where to display your poster.

☑ ==**Remove your poster by 18:00**==. *Posters that remain on the boards at 18:00 will be discarded.*

AT THE SESSION

☑ Each poster will be assigned a 45-minute shift in the program book pdf and conference app; however, you are welcome to remain at your poster for the entire 75-minute session. **Shifts will run from 16:25 – 17:10 and 16:55 – 17:40.**

☑ Attendees will visit and read posters. Be prepared to discuss your poster, answer questions, etc. **You do not need to prepare a formal presentation.**

☑ Let attendees know if you have uploaded **supplemental material** to the online program/All Academic.

☒ **No electricity will be available, nor will AV equipment or display tables be permitted.**

<<Return to Table of Contents>>

Presentation Session Details & Reminders for PRESENTERS

A Presentation Session is a grouping of 2-5 related presentations on research and/or practice-based work that are presented in a concise, oral manner. Sessions are moderated by a chair. PowerPoint or other slides/visuals may be used.

Presentation time is shared equally (12 minutes per presentation), with 10-15 minutes reserved at the end for collective Q&A/discussion that is moderated by the chair. We find that it is more dynamic if Q&A is held at the end after everyone presents, creating the opportunity for multiple perspectives on a question or synthesis of comments.

A well-planned, thought-provoking presentation will ensure that your audience stays engaged during your presentation. Here are a few things to remember as you plan for your session:

☑ **Create a dynamic and engaging presentation (12 minutes maximum)**.

- You may choose to give a broad yet concise overview of your work or to focus on one or two aspects that you think will be most relevant to attendees.
- If using PowerPoint slides, be sure that the slides enhance and are not a replacement for what you are saying. In other words, keep bullet points and text to a minimum and don't just read your slides to the audience.
- Conference branded PowerPoint slide templates are available here; however, you are not required to use them.
- **Practice and make sure your timing works.**
- **Save your presentation material on a USB drive/memory stick** and bring it to the conference, if applicable.

☑ **(OPTIONAL) Upload supplemental material to the conference evergreen site.** More details here.

☑ **Bring your presentation material on a USB drive/memory stick**, if applicable. Note that while there is Internet access in the session rooms, do not rely on a cloud drive or online storage site to download your presentation onto the provided laptop.

☑ **Arrive at your session room 15 minutes prior to the start time** so you have time to load your presentation material onto the provided laptop get the "lay of the land" and connect with the chair and other presenters in your session.

☑ Presentations will take place **in the order they appear in the program**. The chair will introduce each segment by presenter name(s) and presentation title.

☑ During your presentation, **be aware of the session chair**. They will be keeping time and will give you a 2-minute warning and "times up" signal. The chair will be prepared to politely interrupt the presentation if it has gone past its allotted time.

☑ **Collective Q&A and discussion will take place after all presentations are done.** This creates the opportunity for multiple perspectives on a question or synthesis of comments. The chair will moderate.

☑ Let the audience know if you have uploaded **supplemental material** to the online program.

Presentation Session Details & Reminders for CHAIRS

A Presentation Session is a grouping of 2-5 related presentations on research and/or practice-based work that are presented in a concise, oral manner. Sessions are moderated by a chair. PowerPoint or other slides/visuals may be used.

Presentation time is shared equally (12 minutes per presentation), with 10-15 minutes reserved at the end for collective Q&A/discussion that is moderated by the chair. We find that it is more dynamic if Q&A is held at the end after everyone presents, creating the opportunity for multiple perspectives on a question or synthesis of comments.

If you'd like to connect with the presenters in your session prior to the conference, let us know at global2022CFP@ilaglobalnetwork.org, and we'll be happy to make introductions via email.

The **role of the chair** is to help the session flow smoothly:

☑ **Review the detailed abstracts or papers** provided in the online program for each presentation in the session prior to the conference. Familiarizing yourself with the content of the session will help you facilitate a dynamic and engaging session**.**

☑ **Arrive at your session room 15 minutes prior to the start time** so you have time to introduce yourself to the presenters and:

- **Remind presenters of the session flow:** order of presentations, 12 minutes per presentation, collective Q&A/discussion at the end after all presentations are completed.
- Agree on **2-minute warning and "time's up!" signals.**

☑ **Moderate the session:**

- Start the session on time.

- Welcome attendees and introduce the session (say the session title).

- Outline the flow of the session.

- **Introduce each presentation** (presenters' names and title of presentation) *in the order listed in the program*. Some conference attendees will come to the room just to hear one presentation, timing their arrival in accordance with where that presentation is listed in the session: first, second, third, etc.

- Act as **time guardian** and give 2-minute warning and "time's up!" signals, as needed. If presenters miss your "time's up!" signal, be prepared to politely

interrupt the presentation so they can wrap up. Make sure you bring a time piece with you!

- After all the presentations are done, moderate a collective Q&A/discussion with the audience. Please don't let one presenter or audience member dominate.

☑ **Wrap up the session on time**. Thank the presenters and the audience for attending.

Symposium Session Details & Reminders

A Symposium session is a group of concise, oral presentations on a specific common topic facilitated by the Chair, with time reserved for commentary and analysis by the Commentator, as well as Q&A/discussion from the audience.

BEFORE THE CONFERENCE

☑ **The Chair, Commentator, and Presenters should coordinate prior to the conference** to determine how time will be shared between the presentations, Commentator's analysis, and Q&A/discussion with the audience.

☑ **Presenters**

- **Create a dynamic and engaging presentation**. If using PowerPoint slides, be sure that the slides enhance and are not a replacement for what you are saying. In other words, keep bullet points and text to a minimum and don't just read your slides to the audience.
- Conference branded PowerPoint slide templates are available here; however, you are not required to use them.
- **Practice and make sure your timing works.**
- **Save your presentation material on a USB drive/memory stick** and bring it to the conference, if applicable.

☑ **Commentator:** Familiarize yourself with the presentations, note at least one interesting aspect of each, draft a few questions, and identify the links between the presentations.

☑ **Chair:** Make sure you understand the flow and timing of the session. Familiarize yourself with the participants and presentations so you can introduce each segment of the session.

☑ **(OPTIONAL) Upload supplemental material to the conference evergreen site.** More details here. *The original submitter should collect material from presenters, compile it into one PDF file, and upload it to the online program.*

AT THE SESSION

☑ **All:** Arrive **15 minutes prior to the start time** so presenters have time to load presentation material onto the laptop and all can review the plan for the session and be prepared for an on-time start.

☑ **Presenters:** Bring your presentation material on a **USB drive/memory stick**, if applicable. Note that while there is Internet access in the session rooms, do not rely on

a cloud drive or online storage site to download your presentation onto the provided laptop.

☑ **Chair:** Start on time and welcome the audience to the session. Introduce each presentation and the presenters followed by the Commentator. Keep time so none of the segments (presentation plus any questions) go over and moderate any discussion after all have presented. End the session on time.

☑ **Commentator:** Share brief and constructive feedback, suggest areas for further exploration or implications for the field, and offer themes or questions that bridge the presentations.

☑ Let the audience know if you have uploaded **supplemental material** to the online program.

Workshop Session Details & Reminders

A Workshop is an interactive demonstration or experiential session rooted in audience participation and active learning. **Half or more of the time must be dedicated to experiential learning and innovative, active audience participation.** Here are a few things to remember as you plan for your session:

☑ **Create a dynamic and engaging session with ample time dedicated to active audience participation**. If using PowerPoint slides, be sure that the slides enhance and are not a replacement for what you are saying. In other words, keep bullet points and text to a minimum and don't just read your slides to the audience. PowerPoint templates are available here; however, you are not required to use them.

☑ **(OPTIONAL) Upload supplemental material to the conference evergreen site.** More details here.

☑ Save your presentation material, if applicable, on a **USB drive/memory stick** and bring it to the conference. Note that while there is Internet access in the session rooms, do not rely on a cloud drive or online storage site to download your presentation onto the provided laptop.

☑ **Arrive 15 minutes before your session begins** so you have time to load any material onto the provided laptop and get the "lay of the land". If there is no session prior, you are welcome to arrive earlier.

☑ **Room Setup:** Workshop rooms will be set with 6'x18" rectangular tables with 6 chairs around each table. **IMPORTANT:** ILA is unable to take requests for specific room sets. If tables and chairs are rearranged, they must be returned to their original setup by the end of the session.

☑ Let the audience know if you have uploaded **supplemental material** to the online program.

<<Return to Table of Contents>>