



## Instructions to Session Chairs, Presenters and Attendees

CORS 2019 Conference, May 27-29, 2019 – Saskatoon, SK, Canada  
Delta Hotels Bessborough by Marriott

**A mobile view of the CORS 2019 Program is available  
at <https://openconf.org/cors2019/mobile>**

### General Information:

- Meeting rooms are equipped with a projector, screen, VGA and HDMI cables.
- **Laptops are not provided.** You must bring your own device or share.
- Each presentation should take between 18 to 20 minutes, with a few minutes saved for Q & A.

### The Session Chair will be:

- Coordinating the smooth running of the session. Please start and end each session on time. Sessions are 75 or 90 minutes, with the time per presentation determined by the number of papers in the session. Equal time should be given to each paper.
- Briefly introduce each presentation (just the title of the paper and the name of the presenting author). Please ensure, presentations are made in the order shown in the program and do not start the presentations early. This allows for “session jumping.” If a speaker cancels or does not attend, the original time schedule should be adhered to rather than sliding every presentation forward.
- Completing the session attendance form. You will find the session attendance form in a folder near the projector. Please find **your session code** and fill in the information only for that session.


### The Presenter should:

- Arrive at your session at least **15 minutes early** for A/V set-up. Have your presentation available in a thumb drive and laptop. **Laptops are not provided.** Introduce yourself to the Session Chair and let her/him know if you will be using your own laptop or a shared device for your presentation. When using your own laptop, make sure to bring with you proper connection/converter cables. Only HDMI and VGA cables are provided.
- Limit your presentation to key issues with a brief summary. Time your presentation to fit within your designated time span (determined by the number of speakers presenting in that session). Make sure to leave some time (3-5 minutes) for Q&A.
- Follow timing directions of the Session Chair.
- If applicable, bring copies of your paper or other handouts to distribute to the audience.
- If there isn't enough time for questions or discussions, we ask that you engage with the audience after the session ends or during breaks.
- Show courtesy to your fellow speakers; it is an expectation that you attend to all the presentations in your session.

### The Attendees are asked to be:

- Respectful of their colleagues by **turning off cell phones and mobile devices** before the presentations begin.
- Be clear and concise in their questions.
- Be aware that use of cameras and all recording devices are **prohibited** during sessions unless you have received prior permission from the speaker.

### To View or Personalize your 2019 CORS Schedule, follow the instructions below:

- **Mobile:** To view a mobile version of the conference program add this link to your device home screen: <https://openconf.org/cors2019/mobile>
- **Personalized Full Program:** To view the full conference program and to create a personalized schedule:
  - Visit: <https://openconf.org/cors2019/openconf.php>
  - Click on: **Full Program**
  - To create your personalized program:
    1. **Check** ☒ the session boxes you would like to attend
    2. Click the **Create My Program** button at the bottom of the page
    3. You may **save** or **print** your personalized program through your browser.
    4. **Optional:** click on the **ICS** icon  to save an iCalendar file.

**We wish you a productive conference. See you in Saskatoon!**

#### ***Kent Kostuk***

CORS 2019 Conference, General Chair  
Federated Co-operatives Limited

#### ***Fredrik O'degaard***

CORS 2019 Conference, Council Chair  
Ivey School of Business, Western University

#### ***Hamed Samarghandi***

CORS 2019 Conference, Program Chair  
Edwards School of Business, University of  
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