Community of Scholars Day

Identity and Leadership in the Context of Social Change

March 28th 2018

Facebook: https://www.facebook.com/COS2018 Use Hashtag: #LUCOS18 on Twitter & Instagram

FAQs

Program Schedule – You can check your presentation time slot and room location in DigitalCommons@Lesley by logging into “My Account” and clicking on your accepted proposal. The system will be updated by Tuesday, March 20th.

Check-In:
All presenters must check-in. Come to the table on the second floor of University Hall (Porter Campus) across from the Amphitheatre. Check-in begins at 8 AM. Please check-in by 8:40 AM for 9:10 AM slots.

Preparing for your session:
Arrive early (10 min) to the room you will be presenting in. This will allow you enough time to settle-in 8-10 minutes ahead and set-up. Please keep in mind that ALL sessions are 50 minutes long. Individual paper sessions are divided in half with each presenter speaking for up to 20 minutes with 5 minutes for Q&A; this is critical so each presenter has adequate time to deliver their paper. Panels also conform to 50 minutes and should plan for 40 minutes of content presentation and 10 minutes Q&A. Please keep in mind that presenters ahead of you will be clearing out of their room and might need the full amount of time to do so. First session begins at 9:10 AM. Last session begins at 6:10 PM.

Individual presentations have been grouped into pairs. Each pair shares a 50-minute time slot. This paired (themed) presentation format necessitates that you limit your individual presentation to twenty minutes, with five minutes for Q&A (this is essential). To be courteous to your paired-presenter, all individual session presenters should arrive at the beginning of the session and plan to stay for the full 50 minutes. We expect the themes will enrich opportunities for shared ideas and discussion.

Panel presentation sessions are 50 minutes in length. You should work with your co-presenters to coordinate the amount of time each panelist should speak. We recommend you allow for 10 minutes of your total time for Q&A with the audience.

Creative Performance slots are 50 minutes in length. You may choose to format your time in any way you feel best suits your performance objectives, including interaction and/or Q&A with the audience.

Installations – Plan to have your installation setup by 11:10 AM. Installations will be up and ongoing throughout the day. Plan to be present during the 12:10-1:00 PM timeslot. Installations will be placed in U-Hall 2-048. (Please make any technology requests A.S.A.P. to COS@lesley.edu)
Poster Presentation – Plan to have your poster setup by **11:10 AM**. Posters will be up and ongoing throughout the day. Plan to be present during the 12:10-1:00 PM timeslot. Posters will be placed in the U-Hall Atrium and U-Hall 2-078, as requested. There are no specific poster size requirements, but posters should be no larger than 36” by 48” so that they may be displayed on an easel, a tabletop, or the wall. Research posters summarize information or research concisely and attractively to inform and to generate discussion. Posters combine brief text with tables, graphs, pictures, and other presentation formats. Posters for display on easels should be on foam board, white cardboard or stiff poster-paper. Supplemental materials may be displayed on a tabletop. Please bring your posters completed in advance. There will be easels and tables available for presenters to use. (Please make any technology requests A.S.A.P. to [COS@lesley.edu](mailto:COS@lesley.edu))

Please refer to the Community of Scholars Day Subject Guide to see how to format your poster and examples of past posters: [http://research.lesley.edu/community_of_scholars/posters](http://research.lesley.edu/community_of_scholars/posters)

**Technology:** Lesley IT will have support staff available during the entire day. All locations are equipped with a projector. IMPORTANT NOTE: You should plan to bring your presentation on a USB drive and we strongly encourage that you email your presentation to yourself as a back-up. We will have several laptops available with dual (Mac/PC) capability. If you are using your own laptop or portable device be sure to bring any appropriate adaptors or dongles. You may wish to view the room you will be presenting in prior to the day to familiarize yourself with the set-up.

**Guests:** All are welcome. This event is free and open to the public. We strongly encourage you to visit your colleagues’ presentations to show support. We are excited to have many faculty/student and student groups participating this year!

**Parking/Transportation:** Due to Lesley’s urban location, parking is extremely limited. There are metered spaces along Massachusetts Avenue. On-street parking is for Cambridge residents only and is strictly enforced. We strongly encourage public transportation. If you need to park on-campus some parking spaces are available directly behind University Hall. This lot is behind University Hall and is accessible from Roseland Street.

**Food:** We will have coffee and pastries available in the morning. Everyone is on their own for lunch. Bon Appetite has a café on the 3rd floor of U-Hall and you can purchase coffee, drinks, sandwiches and salads there for a reasonable price. There are also many great options on the street level. In addition, University Hall and the surrounding area have many food options.

Join us for a reception from 5-5:30 pm. We will have music from Harmogeddon and light hors d’oeuvres in the Atrium, on the second floor of University Hall.

**THANK YOU IN ADVANCE FOR YOUR PARTICIPATION!**