

ADSA Discover Conference Series
Speaker Guidelines and Procedures – Abbreviated Version
for 19th Discover Conference on Key Issues in Sustainability of the Dairy Industry

(Updated 02/25/10)

The DISCOVER Conferences (DC) address important contemporary issues in food animal agriculture (production and food products) that can benefit from the environment of a DISCOVER Conference. The environment is to be one which fosters creativity, emphasizes interaction and open discussion, and focuses on thrusts which will move the field forward. The “signature” format utilizes an informal retreat type setting, with time allowed for significant personal and small group discussions and for networking and recreation.

See the website: <<http://www.adsa.org>> for information on the nature of DISCOVER Conferences, how to propose a conference, and information on upcoming Conferences. Publicity and registration information for each conference will be entered on the website.

Format

Most Discover Conferences run Sunday through Wednesday noon. However, this Discover Conference is unique as it starts on Tuesday evening and concludes after lunch on Friday. The first evening activity may vary from an informal “get acquainted” reception to a dinner (with or without a speaker). One of two formats is typically followed:

- Sessions are held each morning and evening with all or part of the afternoons available for discussion, interaction and recreation, or
- Sessions are held during the day, with evenings available for group dinners, further discussion and informal interaction.

Typically main presentations are limited to 25-30 minutes to include 5 minutes of questions to clarify any points. Panel presentations are usually limited to 5-10 minutes per panel member. A break is scheduled during each morning session. At the end of a “session” (morning or evening) about 45 minutes to one hour is provided for *questions to speakers and general discussion* (very important) including questions and comments from registrants. Program committees may alter this structure to better accommodate their particular program.

Guidelines for Speakers

Concise presentations are required. It is essential that speakers do not exceed the time allotted for their presentation. Discussion periods at the end of each session provide an opportunity to elaborate or add points. While speakers should provide a very brief context for the latest information being presented, the emphasis should be on new information, new ideas for the future rather than a review.

DISCOVER Conferences have a policy of no published proceedings. To encourage free and open discussion there is a “no citation” policy and photography of visuals or tape recording is prohibited. (This policy might be modified for a specific conference if there is good reason. In such cases the policy to be followed for that conference will be clearly communicated.) Speakers are required to provide the Coordinator with copies of their visuals, an interpretative summary of the presentation, and a biographical summary three weeks before the Conference. This and related information will be duplicated and inserted in a notebook for registrants and it is clearly communicated that the books are “For use of Conference Registrants only and NOT FOR CITATION.” This helps registrants follow the presentation without a lot of note taking. In addition it is helpful for speakers to provide a few suggested questions as discussion starters (in case needed).

Interpretive Summary of your presentation: In order to preserve the free flow of discussion, including the discussion of unpublished data and regulatory issues etc., we do not publish proceedings of the conference. We do however

receive numerous requests for information both during and after the conference about topics presented. The Interpretive Summaries fill that need. Summaries should not exceed one page (single spaced, 12 pt). At the top of the page should be the title (all caps), and beneath it your name and institution/affiliation. The summary should address the following:

- a. What is the nature and scope of the problem or phenomenon that you discussed, and the impact or importance it has for the environment and for society?
- b. What remedies, solutions, improvements, or understandings are envisioned that will reflect progress in dealing with the problems or in understanding the phenomenon?
- c. If the remedies, solutions, improvements or understandings are achieved, how will this impact the environment and society?

Feel free to include a summary table or figure if it helps communicate your basic message. The Interpretive Summary should be free of jargon and technical terms/details. A lay person reading the summary should be able to know what the core message of the presentation was. At the end of the summary, include your contact information (name, title, institution/affiliation, address, phone, fax, email). We plan to include copies of the Interpretive Summaries in the program booklet given to each registrant and to post them on the DISCOVER web site.

Speakers are expected to be present for most, if not all, of the conference. Anyone receiving financial assistance to attend a DISCOVER Conference (speaker, moderator, panel members etc.) must stay a minimum of 24 hours after their session (or until the end of the Conference) to be eligible to receive financial assistance.

Expenses: A key element to the success of our conference series is our ability to bring the exchange of timely and relevant topics to the industry while maintaining a very reasonable conference fee.

Conference Registration, travel and lodging for Invited Speakers will be paid for by DISCOVER Conferences.

Payment of expenses including Conference Registration, travel and lodging for Speakers who are part of the Conference Program Committee will depend on contributions from Sponsors and registrations for the conference. This will be decided on a conference by conference basis.

The Registration fee includes all registration expenses, plus most meals (Tuesday dinner, Wednesday breakfast and lunch, Thursday breakfast and lunch, and Friday breakfast.) Our ability to cover these additional expenses depends on the success of outside sponsor contributions and registrations for this conference. The Discover Conference Series abides by ADSA policy which states that prohibits payment of honorarium or speaker fees.

For complete expense reimbursement guidelines, you are encouraged to review the ADSA Expense Reimbursement Policy at

<http://www.adsa.org/ADSAExpenseReimbursementPolicy.pdf>

Additional specific guidelines and suggestions may be supplied to speakers for each conference.