



University of Southern Indiana

To: IPSA Conference Attendees, Presenters and Discussants
From: Mary Hallock Morris, IPSA President
RE: Next Friday's Conference
Date: March 15, 2013

REMEMBER: USI IS ON CENTRAL TIME (DAYLIGHT SAVINGS).

Conference Location. The IPSA conference will be held in Carter Hall which is located in University Center West. If you are not familiar with the USI Campus, this building is marked on the campus map as UC West. The map is located at the following link: <http://www.usi.edu/visit/map/>. You can't miss the building – just aim for the “cone.”



University of Southern Indiana's University Center

The conference is in the building on the left side of this picture

Parking on the USI Campus. USI has both paid and *FREE* parking. There is a pay lot right next to University Center West (Lots N and I on the campus map). Pay lot rates can be found at <http://www.usi.edu/security/parking/pay-lot-hours-and-rates>. (The most you would pay is \$8). However, you can walk anywhere on our campus in 10 minutes or less, so I recommend saving your

money. Lot C, Lot D, and Lot H are all fairly close and usually have spaces as long as you park early enough. FYI: Be sure to read the signs if you park in Lots D, E, or F – the back rows in some of these lots are reserved for the dorms and you will get a ticket from USI's security folks.

Directions for Presenters. We have a lot of new people attending the conference this year and I've had a lot of questions from our presenters regarding the format for the conference. Here's the information:

1. I have ordered computers and projectors for each of the conference rooms if you want to use Power Point slides.
2. The conference panels are 75 minutes long. There are three or four papers in each session. If you have three people, your presentation can be 15 – 20 minutes in length. This will give the chair/discussant 15 – 30 minutes for comments and questions from the audience. If your panel has four people, you'll have 10 – 15 minutes for your presentation. **Ultimately, the amount of time you will have to present (10 or 15 minutes; 15 or 20 minutes) will be at the discretion of your session's chair/discussant.**
3. I have scheduled 15 minute breaks between each panel. This should help mitigate any "backups" should a panel run over its time limit. Carter Hall A, B, and C are located right next to each other.
4. **If possible, please send a copy of your paper/presentation to the chair/discussant of your panel by Wednesday night.** To help you with this, I have included the email addresses for presenters and chairs in the attached Excel file. Please note: this Excel file will not be on the website (re: privacy issues).
5. **Printing papers:** Some people have asked if they need to bring printed copies of their papers to distribute at the conference. Given the high cost of printing (both financially and environmentally), I would recommend that people exchange their papers via email. Basically, if you're interested in someone's work, email them and ask for a copy.

Breakfast. Coffee, bagels, and donuts on the concourse outside of Carter Hall from 8-10 a.m.

Afternoon Snacks. Ice tea, cheese & crackers, fruit and veggies will be on the concourse from 2:30 – 4:30 p.m.

Last Call for Vegetarians and Other Food Modifications. I have to put the food order in first thing Tuesday morning. We're having Cobb Salads, so if you don't eat meat or cheese please let me know by Monday at 5 p.m. The food order goes in Tuesday. So far, I've only had two requests.