



36th Annual Conference, March 25-27, 2010,
EASTERN COMMUNITY COLLEGE SOCIAL SCIENCE ASSOCIATION
Raritan Valley Community College
P.O. Box 3300, Somerville, NJ, 08876-1265

Dear ECCSSA Conference Presenter:

Thank you for submitting your proposal for the 2010 ECCSSA conference. We are very pleased to inform you that your proposal has been accepted for the conference presentation. You will receive a follow up email denoting the date and time of your presentation. Because we have a waiting list, please confirm your participation ASAP and no later than February 20, 2010.

Attached with this email are the **conference registration form and the permission to publish the presentation**. All presenters are required to register for the conference and pay the registration fee. At this time please complete and send in your registration form, along with the conference fee to ECCSSA. The conference fee is listed on the form. If the registration fee is not paid by March 1, 2010, you will forfeit your opportunity to present. Also, please visit the ECCSSA website at www.eccssa.org to see the latest information and highlights of the conference. *If you plan to submit your paper for publication on our website or in our book of conference proceedings, we are asking you to send the paper to us in a Word document, electronically, prior to the conference start or no later than 2 weeks after the conference closing. Send to Dr. Rosalyn King at: roking@nvcc.edu.*

ECCSSA would like to share a few recommendations/guidelines regarding your presentation. Please understand that our goal is to keep your presentation attractive and keep the audience engaged.

1. It is strongly encouraged that you **do not read directly from your paper** or any written material. In order to keep the discussion lively and interesting for the audience it is best to maintain the presentation in a conversational tone. We do understand that you may have some written information on a flash card or paper that you may want to look at from time to time in order to maintain the flow of the presentation.
2. We recommend that you have some form of **visual aid** like PowerPoint slides to go along with your oral presentation. This will keep your presentation interesting, keep the audience on track, help them retain important information, and even provide you with some talking points and keep the flow of presentation.
3. We recommend you to lay down an outline or concept map of your presentation. This will enable the audience to see the development of major ideas in your presentation.
4. You are encouraged to use any kind of **interactive materials and handouts, including abstracts of your paper or PowerPoint version of handouts**, to keep the audience engaged and for purposes of note taking; if your presentation lends itself to such a format. You may also consider bringing extra copies of your presentation for dissemination.
5. Please maintain **eye contact** with the audience in order to get their trust and use **voice intonations** in order to keep them involved and convey to them the importance of your idea.
6. Finally, please plan your slides and structure of your presentation carefully so that you can adhere to the **time limit** provided to you for your presentation.

Sincerely,
ECCSSA Board of Trustees and Conference Planning Committee