

### **Impact**

Your role as a Session Discussant for ASHE 2019 helps authors/presenters enhance their paper and ultimately their scholarship. Your critical, honest, and constructive feedback has the ability to make authors/presenters better scholars, researchers, and writers. Your feedback also connects themes within your session for the attendees as well as creates a benchmark for the expectations of scholarly work.

### **Responsibilities & Commitment**

#### **• Before the Conference**

- Familiarize yourself with the ASHE Conference Portal (see Appendix B for instructions on accessing session papers and contact info)
- Authors/presenters are asked to submit their final papers by Friday, October 25 at Noon Pacific. From here, you should read each paper.
  - Discussant should provide constructive feedback to assist the author(s) with revision. The ultimate aim is to assist in preparing papers for publication.
  - Feedback should be delivered both in writing to the respective authors/presenters and orally to session attendees. Some discussants chose to also deliver a visual presentation of their comments (e.g., PowerPoint slides).
  - Discussant comments are most helpful when they are largely integrative emphasizing how the paper topics, theories, study designs, and methods of the papers in the session reveal or obscure important knowledge or ways of understanding issues in our field
  - There are a variety of resources and thoughts on how to be a “good discussant” on the internet (e.g., [“Tips on Being a Good Discussant”](#)). We also encourage you to chat with colleagues and mentors about qualities that make a good (and perhaps not-so-good) discussant.
- Familiarize yourself with ways to make the session more accessible. Resources include: [How to Make Your Presentations Accessible to All](#), [Using Personal Pronouns](#), [Just Use A Microphone Already](#), and the [ASHE Conference Accessibility](#) website.

#### **• At the Conference, Before the Session:**

- Discussants are encouraged to arrive to the session at least 15 minutes early. There will likely be another session in the room prior to your session, so please be mindful and respectful of other sessions.
- The Chair will gather Discussant and Presenters:
  - The Chair will coordinate a laptop to use amongst presenters or figure out a transition process. See Appendix A for a list of A/V Provisions and note what is not provided by ASHE.
  - The Chair will review the order of presentations with the presenters and discussant—this should follow the order in the program. *Note: This is important as some people “session hop” and plan their timing according to the list in the program.*
  - The Chair will remind presenters and discussants of time allocations.
  - The Chair will ensure name pronunciation of presenters and discussant; the discussant should take notes of this for their comments.

- Be mindful of accessibility of sessions: Ensure the microphone is working, ensure there is ample room in the aisles, etc. If any issues arise, contact the ASHE Helpdesk.
- **At the Conference, During the Session:**
  - After papers are presented, the Discussant will have 10-15 minutes to deliver comments to authors/presenters and attendees. We encourage you to ensure there is time for audience Q&A. *Note: The Chair is responsible for monitoring and enforcing time.*
  - Session Agenda: (75 minutes)
    - Chair introduces yourself and the session (name, organization/institution, role) and reviews the agenda/timing of the session (1 minute)
    - Chair introduces Paper #1 and presenters—name(s), institution(s), paper title (30 seconds)
    - Paper #1 (15 minutes)
    - Chair introduces Paper #2 and presenters—name(s), institution(s), paper title (30 seconds)
    - Paper #2 (15 minutes)
    - Chair introduces Paper #3 and presenters—name(s), institution(s), paper title (30 seconds)
    - Paper #3 (15 minutes)
    - Chair introduces Discussant (30 seconds)
    - Discussant (10-15 minutes)
    - Open Q&A (10-15 minutes)
  - Keep time for the presenters and discussant, alerting them when 5 minutes, 1 minute, and 0 minutes remain.
  - Facilitate the Q&A session by opening the floor and ensuring attendees are duly recognized
- **At the Conference, After the Session:**
  - Provide written feedback to authors/presenters
  - Be available for any follow up questions the author/presenters may have

### **Timeline**

- Spring Apply for Discussant positions through ASHE Conference Portal
- June or July Notification of Assignment
- August Assignment of time and location
- October 25 Paper due to Chairs and Discussants  
Once submitted, Chairs read and comments on papers
- November Attend ASHE 2019 Conference and serve as Discussant

### **Training & Support**

- This document, including appendixes, serves as the main resource for Discussants. ASHE Staff will also send a few email reminders as well as include information on the ASHE website ([www.ashe.ws/presentationresources](http://www.ashe.ws/presentationresources) and [www.ashe.ws/ashe2019faqs](http://www.ashe.ws/ashe2019faqs)).
- The ASHE Staff is available leading up to the conference to answer questions and provide additional support as needed.

- James Hines, ASHE Conference Coordinator, [james@ashe.ws](mailto:james@ashe.ws)
  - Jason Guilbeau, ASHE Executive Director, [jason@ashe.ws](mailto:jason@ashe.ws)
  - ASHE Office: (702) 895-2737
- At the Conference, you can work with your Chair on questions and issues. The ASHE Help Desk will be available to support Chairs with questions and issues. This phone number will be provided at check-in.

### **Qualifications**

- An earned terminal degree (e.g., Ph.D., Ed.D., J.D.)
- Expertise in the subject area of the session for which they are assigned. This would ideally include methodological expertise, especially for advanced methods; however, the method in which authors answer related research questions may vary.
- Ability to synthesize 3 different papers, find common themes, and deliver this summary to session attendees
- Ability to provide critical, honest, and constructive feedback to authors and openness for follow up questions from authors (e.g., for clarity of comments).
- Current membership in ASHE and registration for ASHE 2019
- Agreement to uphold the ASHE governing policies including Bylaws, Conflict of Interest Policy, and Ethical Principles

## **Appendix A: ASHE 2019 Audio Visual Provisions**

### **ASHE will provide the following for your session:**

- Projector and screen
- HDMI cable to connect projector to participant laptop
- Podium with microphone
- WiFi connection

### **ASHE does not provide the following:**

- Laptop computer
- Adaptors for Mac or PC (e.g. VGA to USB, mini-USB)
- Wired internet connection
- Speaker for individual presentations

## **Appendix B: Retrieving Papers and Session info from the ASHE Conference Portal**

1. Go to: <https://convention2.allacademic.com/one/ashe/ashe19/>
2. From the Submitter menu, click on the “Chair/Discussant” Link.
3. Find the session. *Note: Any sessions you are attached to will populate on this screen.*
4. Under the “Action” column, click “View.”

### Presenters and Discussants Contact Info:

On this screen, the papers and presenters as well as the discussants contact info will appear.

### Downloading Papers:

Once the presenters upload their final paper, this will be available through a link under their paper titled “download final individual submission file.” *Note: If the presenters uploaded any attachments with their proposal, this link will appear with that file.*