

W T S

Wesleyan Theological Society

To: Program Participants
From: George Lyons
Date: August 24, 1993
Subject: Reminders Concerning the Annual Meeting of the WTS

1. Enclosed with this memo are advance copies of the program announcement and preregistration forms for the upcoming WTS Annual Meeting. Members of the Society will receive duplicate copies by bulk mail within a couple weeks.
2. Please check the correctness of your name, title, and responsibility on the program. Since we have already printed 2,500 copies, it is too late for changes now. If any information is inaccurate, please provide me and the moderator of your session.
3. **Paper-presenters**, please limit the reading time of your paper in plenary sessions to 30 minutes and in concurrent sessions to 22 minutes. Moderators will strictly enforce these limits so as to allow adequate time for discussion. Arrange with your moderator for whatever prompts you may need to insure that you finish on time. Please, remember that most of your audience will be *hearing* your paper for the first time. Balance the demands of serious scholarship with the reality the majority of your audience will not be specialists in your discipline. Hopefully, the printed copy of your paper will provide the details necessary to satisfy the specialists. Thanks for keeping these considerations in mind.
4. **Paper-presenters**, don't forget that you agreed to send me and your moderator a copy of your paper by **October 11, 1993**. Please, also send me a computer-disk version at the same time, if at all possible. This will allow me to prepare uniform laser-printed copies of all papers that we will make available for sale at registration.
5. **Moderators**, please be brutal in enforcing the agreed upon time limits. Begin your session on time. Briefly introduce paper-presenters and allow them to read their papers. You may respond briefly with some appropriate comments and a question to the presenter. Please, allow ample time for questions and comments from the floor. But do not allow questioners (including yourself) to dominate the discussion. Courteously, cut them off. If questions or comments from the floor are slow in coming, however, you may feel free to turn the discussion time into a dialogue. Keep in mind that plenary sessions allow only ten minutes for introduction and discussion; concurrent sessions allow only eight minutes per paper. Conclude your session on time so that I do not have to interrupt you. Thanks for helping make the meeting run smoothly.
6. Enclosed also are the addresses and phone numbers of all program participants in your session. Correspond as necessary.