

Convention Etiquette Guidelines for Delegates 2020

To enhance everyone's convention experience, Alpha Chi encourages all attendees to observe the following rules of meeting etiquette, especially during student presentations. Remember, most of the students you'll meet this week are on the program.

All Attendees:

- Business professional attire is appreciated during all sessions with the exception of social-only events. For the closing gala, suits or cocktail attire are preferred, with clothing items in AX blue and/or green encouraged.
- Be a patient and pleasant audience member. When given the chance to offer feedback or ask a question, all delegates, whether sponsor or student, should do so in a calm, respectful, positive, and constructive manner.
- Refrain from interrupting a student presentation already in progress. Enter and leave a presentation room only during the brief break between presentations. You may quietly leave at that time to get to a presentation in another room.
- Even though the doors should be closed during each presentation, while waiting outside a room for the next presentation or walking past a session in progress, please be as quiet as possible.

Section Moderators:

- Make sure you know how many sections you're moderating. For each section, arrive at your room early enough to meet those student presenters to confirm their presence.
- Make sure the judges are present with their personalized judging forms. If a judge fails to appear, please note that on the envelope used for your presenter certificates, and bring it to AX Central after the section ends.
- Moderators, presenters should be asked to identify themselves to begin their presentation.
- Use a timepiece such as a cell phone to keep the program on its timed schedule. Each presentation will end with a mandatory three (3) minutes of audience/judge questions.
- If there's a gap in the program because of a no-show, wait until the next scheduled presentation. We must keep to the schedule in the program.
- Present each student with his or her certificate of appreciation immediately after his or her presentation; do not hold them until the end of the entire section.
- If there are no-shows leaving unclaimed presenter certificates, missing certificates, or certificates that need to be reprinted due to error, return them in the envelope to AX Central, noting the nature of the error. Reprints will be mailed directly to the presenter after the convention.

Student Presenters:

- Regardless of your order in the section, arrive before the start of the section and identify yourself to the Section Moderator.
- As a courtesy to your fellow presenters in your section, we ask you to remain present for your entire section.
- You must stay within the posted time limit for your presentation, or the moderator will stop you. Your presentation will end with a final three (3) minutes of mandatory Q&A.
- Be prepared in case of technical problems with equipment; have a backup plan that will allow you to proceed if the technology fails.