**AHS 2024 Conference Information for Presenters and Chairs**

Thank you very much for agreeing to participate in the 2024 AHS Annual Meeting.

Presenters at the AHS meeting should be brief, focusing on the big idea with selected evidence. Presenters who speak for too long compromise the experience of other speakers and restrict their opportunity to share their work. Most sessions are 90 minutes and a session typically loses 5 minutes for introductions and we want to have ample time for Q&A.

***Accordingly, in a session of four papers, each presenter should plan to present for 13 minutes. In sessions with three papers, each presenter should plan to speak for no more than 15 minutes. Sessions with two papers have more flexibility, but those presentations would ideally conclude in less than 20 minutes each.*** Please be courteous and keep within the allotted time.

At least two weeks prior to the conference, presenters should provide the session chair with relevant biographical information for an introduction, noting recent publication(s), current position/employer, new project/initiative. etc.

In sessions where the chair has agreed to provide comments, presenters should provide the chair a copy of the paper they plan to present in advance of the conference. Chairs who are not providing comments may wish to open the Q&A period with a question to the presenters or they may go directly to the audience questions.

Reminder: there is one conference room with A/V capabilities for presenting PowerPoint and those sessions are already allocated to that room (Session IA, IIA, IIIA, and so on). All other presenters need to provide handouts of any material they want to provide for the audience.

The AHS expects that all participants will treat colleagues with respect and courtesy. Every participant should review the Professional Standards and Codes of Conduct document on the AHS webpage, [linked here](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.aghistorysociety.org%2Fprofessional-standards-and-conduct&data=05%7C01%7Caway5%40kennesaw.edu%7Cff5ea89006a244f7da3108da69d17fac%7C45f26ee5f134439ebc93e6c7e33d61c2%7C1%7C1%7C637938645762023279%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=BTr0xe1Ec2MCopj%2FEXWZ7qQZMRBr2BTXmb%2Fj3%2BaCitI%3D&reserved=0), which provides examples of unacceptable behavior. There will be a conference conduct team on hand to deal with any issues that arise during the conference.

Don’t forget to: (1) arrange flights into El Paso (2) book your airport shuttle ASAP and (3) book your hotel room prior and register for the conference prior to May 3. All the links are on the AHS webpage. We will follow up with a form for you to indicate which events and meals you plan to attend (as well as dietary restrictions) so we can provide the hotel with accurate numbers for food and beverage.

For other questions about the conference, you may email Joe Anderson at:  aghistorysociety@gmail.com

Thank you, and we look forward to seeing you in Las Cruces!