Protocol & Etiquette Tips

The International Conference of Europeanists has been held regularly for over 35 years. Below are some tips to help you navigate the conference and interact smoothly with colleagues and fellow attendees.

Share your paper
Share your paper before the conference by emailing it to your fellow panelists or uploading it to our Speaker’s Corner. Giving your colleagues time to read your work will improve feedback and is a common professional courtesy.

Connect with fellow panelists
Introduce yourself to your fellow panelists by email in the weeks before the conference. It will ease discussion and promote networking. (Chairs should help facilitate such introductions whenever possible.)

Put your presentation on a USB
All PowerPoint presentations MUST be saved to a USB (a.k.a. “flash drive” or “jump drive”). Session rooms will have A/V equipment that relies on USBs and you will NOT be able to present using your laptop or by downloading from the web. So avoid delays. USE A USB!

No last-minute cancellations
No-shows and last-minute cancellations are disrespectful. They create program errors and disturb the plans of fellow attendees. So please make every effort to avoid a late withdrawal. If you must withdraw, inform CES and your fellow panelists as soon as possible.

Go to the Early Registration Desk
In Philly on the afternoon of April 13? If so, swing by the Early Registration Desk (in Minuet at the DoubleTree hotel) and pick-up your conference packet. Using Early Registration saves time for you and reduces the wait for people who can’t make it to Early Registration.

Get to your session room On Time
Try not to keep folks waiting! Make sure you know where your session room is located and get there at least 5-10 minutes before the session starts. You can use this time to check your presentation and connect with colleagues. Plus, a timely start will maximize discussion time.

Watch the clock
Follow the time restrictions stipulated by your Chair. We all know time flies when talking about a fascinating subject, but you should never extend your presentation time at the expense of a colleague.

Be welcoming and supportive
CES conferences have always provided a welcoming intellectual environment that supports the free exchange of ideas. Help us keep that culture alive by introducing yourself and striking up a conversation, particularly with younger colleagues or those who are new to CES.

Be quiet in the halls
When you are in hallways, please be mindful of ongoing sessions. Talking in the halls while sessions are underway can be disruptive.

Learn and engage!
The most important rule for getting the most out of the CES conference is, “Learn and Engage!” Attend other people’s sessions, ask questions, share insights, and learn from others’ expertise and ideas. Knowledge sharing is what the CES conference is all about!