

## Conference Formats and Roles

### Panel and Roundtable Formats

#### Panels

In order to facilitate discussions within panels, we ask participants to not read their papers but instead give a summary outline of their paper, articulated into three to five points.

Panels are comprised of up to 4 paper presenters in 105 minutes sessions. The length of time allocated for each presentation is **max. 20 minutes**, followed by either a discussant and/or question-and-answer session after all of the presentations are completed. Individual paper submissions have been grouped into panels, and have been assigned a chair.

Please note that because of the variety of panel sizes, some panels may have more time for discussion than others.

#### Roundtables

The roundtable format is intended to allow for a more flexible and open forum on a broader theme. Panelists address the main issue or topic of the roundtable for no more than **8-10 minutes**, and the remainder of the time is open for an informal discussion between the panel members and a more extended question-and-answer session with the audience.

### Other Roles and Responsibilities

#### Chairs

The Chair's main role is to encourage the presenters to share their knowledge on the topic and encourage the participants to have an intellectual discussion on the subject.

The Chair briefly introduces him/herself and welcomes the participants to the session. The Chair should remind and request the Presenters to adhere to the presentation time following the Presentation Guidelines.

While inviting participant(s) to present a paper, the Chair announces their full name(s), affiliation and the title of the paper.

The Chair encourages Questions & Answers, Discussions, Comments and interaction among the participants given the time limit.

It is the responsibility of the Session Chair that the Session finishes on time. The chair should make sure that the presenters keep to the 20 minutes time limit (or 8-10 in the case of roundtables). Please be strict!

#### Discussants

The discussant typically discusses the links between the papers and the overall topic of the panel (and conference theme) in **max. 10 minutes**. The discussant also addresses specific questions or issues for the panelists and audience to discuss. Discussants may ask for copies of the papers in advance in order to make relevant comments during the session.

### General Information for All Presenters

Kindly be in your allocated room at least **5 minutes before the start of your panel**. If you have a PowerPoint or audio-visual presentation, please upload it before the panel begins on the provided computer in order to ensure that the panel runs smoothly.