Guidelines for Speakers, Discussants and Chairs

Chair

The chair should confirm that speakers have loaded their presentations onto the computer prior to the start of the session and at least 3 minutes before the session commences check that all speakers and discussants have arrived. Please make sure you know the name, place of work and title for the speakers and discussants before the session starts. Briefly introduce the name of the speaker, where they come from, names of co-authors and the title of the paper. Each presenter and discussant has a maximum of 10 minutes. Plenary presenters (shown in bold in the program) have a maximum of 20 minutes. Chairs will be able to use cards that show "3 minutes remaining", "1 minute remaining" and "time is up". Please do not allow your sessions to overrun.

Speakers

Each presenter has a maximum of 10 minutes. Plenary presenters (shown in bold in the program) have a maximum of 20 minutes. Make sure you arrive at least 3 minutes before the session starts and introduce yourselves to the chair. If you have not already done so, upload your presentation onto computer provided. Label your presentation with your last name, followed by an abbreviated title. Please be considerate of your colleagues and stick to the time limit. After the discussants comments you will have 2-3 minutes to respond.

Discussants

Please make sure you arrive at least 3 minutes before the session starts to introduce yourselves to the chair, presenters and check your comments. The main role of the discussant is to identify comparative or contrasting themes in the presentations and raise questions to open the discussion. Constructive comments will be helpful to authors in improving papers before they are submitted to journals and will enhance the quality of the discussion. Take time before the session to make sure your comments will take no longer than 10 minutes.