



Parallel Paper Sessions

Guidelines for Presenters

Paper presenters should please note the following timings for their presentations:

20 minutes Presentation

5 minutes Q&A (Question and Answer) session

5 minutes Preparation/setting up/moving between rooms

Paper presenters should go to their allocated room at least 5-10 minutes before the session starts to upload their presentations. A Moderator will be there to time your session and to encourage debate afterwards, and a student will be available in each room to help with technology. If for any reason you are unable to present at your given time, please tell the organisers in advance so that they can inform the Moderator.

Guidelines for Moderators

Thank you for volunteering as a Moderator for EuroCHRIE17 Nairobi. If, for any reason, you are unable to moderate your scheduled session, please find a replacement and notify: b.h.groen@saxion.nl phone number: +31 6 45594501

Session format

The concurrent sessions are a series of 30 minutes blocks of time, organised thus:

- 20 minutes presentation
- 5 minutes Q&A
- 5 minutes preparation for next presenter and audience movement

Your most important job as moderator is to ensure your session follows this format to give the audience time to move to different rooms between papers.

Running the session on the day

- Remember the date, time and location of the Paper Session you will be moderating.
- Be at the room at least 10 minutes in advance.
- Meet and greet all the paper presenters before the session - explain your role and remind them that each of them will have 20 minutes to present plus 5 minutes for Q&A.
- A student ambassador will be allocated to each room to assist you in your role and troubleshoot any problems.



- At the beginning of the session, introduce the presenter(s) (their name(s) to the audience and explain the running order.
- Please notify the presenter politely and discretely when they are reaching the end of their presentation time. You will be issued with '5 minutes' and 'stop' flashcards; collect them from the Student Ambassador in your room.
- Please notify the presenter when they reach the end of their presentation time by showing the 'stop' flashcard, available from the Student Ambassador.
- If, at 20 minutes, the presenter is not finished but is clearly concluding, show them the 'stop' flashcard but allow them to run into their Q&A time. However, reduce the time allocated for questions accordingly to ensure that their total time (presentation + Q&A) does not exceed 25 minutes.
- If the presenter has not finished their presentation at the end of their allocated 25 minutes, you *must* intervene to stop them and allow no questions to ensure the next presentation can begin on time.
- You moderate the Q&A (except when the presenter would like to do that him/her self). You do not have to make concluding remarks on either separate presentations or the whole session.
- Allow the audience to move between rooms during the 5 minutes 'preparation/movement periods' after each presentation so they can listen to the presentations that interest them. To ensure delegate satisfaction, it is important that you do not change the running order of presenters or move the timings of them.
- It is important that you keep to the published *order* for paper presentations as this will allow movement of people between different sessions.
- If a presenter is absent please do not change the order of presentations (i.e. do not bring forward the next presentation). Simply wait for the half hour allocated to the absent presented to pass, invite the audience to attend another session and then to return.
- During the sessions, there are 5 minutes allocated to allow people to change rooms and so it is important that sessions are started promptly and not delayed.

Thank you for volunteering!