Guidelines for the roles of
chairs, speakers, discussants and rapporteurs

Chairs

- Make sure you arrive some minutes before the session starts

- Confirm that speakers have loaded their presentations in the computer prior to the start of the session.

- Check that all speakers and discussants have arrived before starting the session.

- You may re-arrange the order of the session presentations to ensure time is not wasted waiting for a speaker.

- Briefly introduce the speaker

- Each speaker and discussant has 10 minutes maximum for his/her presentation. You will be provided with cards that show "3 minutes remaining", "1 minute remaining" and "time is up".

- Bring a clock or anything useful to check the time end the presentations after 10 minutes with no exceptions

- After the each group of presentations you should give 10 minutes maximum to each discussant

- After the discussant has completed the comments you can give maximum 15 minutes for Q&A and general discussion

- Do not allow questions-comments after each presentation, but only after the comments of the discussant

Speakers

- Go to the room 5-10 minutes before the session starts to up-load your presentation in the PC

- Bring a pen-drive with you

- You will have only 10 minutes for your presentation: your presentation can not be longer

- Chair will give you remind of the remaining minutes 3 and 1 minute before the presentation ends. He/she will warn you when the time is finished. The chair will cut your speaking after 10 minutes with no exceptions

- Therefore make sure that the number of slides and your oral speaking stick to ten minutes. You might want to test your presentation to see if it works with the time.

Discussants:

- The presentations you are discussant for are those above your name and you should have received the slides some days before the meeting

- Your main role is to identify comparative or contrasting themes in the presentations and raise questions to open the discussion

- Your comments should focus on strong points and issues for improvement as well as on similarities and differences between the presentations; you can also make suggestions for improvement in data analysis.

- Constructive comments will be helpful to authors in improving the analysis and will enhance the quality of the discussion.

- Your comments will take no longer than 10 minutes

- Take time before the session to make sure your comments will take no longer than 10 minutes.

- If you take notes or make a ppt you might want to give them to the rapporteur for the final session of the following day

- If you have a ppt up-load it in the PC some minutes before the session starts

Rapporteurs:

- The main role fo the rapporteurs is to make a summary of the main results of the session you have to report on

- The feedback should be a summary should consider the main points made by the presentations and the issues raised by the discussants and during the general discussion

- The feedback will be provided as an oral presentation in plenary on Friday afternoon form 14.00 to 16.00

- You may want to just present the results orally or to support them with a ppt presentation

- If you want to use ppt and you need technical support please contact Sofia Cabral

- Your presentation should not take longer than 10 minutes