



Paper session Guidelines

Paper sessions include oral presentations of up to 4 thematically linked papers. Each session is scheduled for 90 minutes and will be moderated by the assigned chair. We suggest the following schedule for each session to ensure a timely and smooth session experience, which can be adapted to your personal needs and the number of papers in the session:

- For sessions with 4 papers, each presenter may have 15 minutes of presentation time, followed by 5 minutes for clarification questions, leaving room for a joint discussion at the end.
- For sessions with 3 papers, each presenter may have 20 minutes of presentation time, followed by 5 minutes for clarification questions, leaving room for a joint discussion at the end.

For the Presenters

As a presenter, you are responsible for your own presentation. Please follow these steps to have an engaging presentation within your paper session:

Prior to the conference: Prepare your presentation using PowerPoint or other desired software. The time you have for your presentation is 15 to 20 minutes, depending on how many papers are included in your paper session. From our experience, for a 15-minute talk, you might include up to 12-15 slides. This allows you to spend about a minute on each slide, ensuring you do not rush through your content. However, if you have slides you aim to discuss in detail, you might have fewer slides.

Before the paper session: Please make sure to arrive at the room 10 minutes before the start of the paper session to test your presentation and to upload your presentation on the computer. Each room has a computer you can use for your presentation. We suggest you use the provided computer equipment, because switching between computers (e.g., using your own private laptop) will take up valuable time from the session and possibly cause technical issues and delays. We kindly ask you to bring your presentation on a USB flash drive in .pptx and/or .pdf format. The file name should include your last name. An assistant will be present in the room to assist you. Remote controls for the presentation and pointers are not available. Please bring your own remote control/pointer.

For the Session Chair

The role of the chair is critically important in ensuring an engaging and participatory experience for everyone. The main task is to moderate a session so that the presenters and the audience have the maximum benefit from the session. Generally, the chair opens and closes a session, gives the floor to the presenters according to the planned program, and moderates the questions and discussion phases. Please follow these steps to chair an engaging paper session:

1. Before the conference: Please inform yourself about the presentations in your session with the abstracts provided in the abstract book.

2. Before the paper session: Please arrive at the room 10 minutes before the start of the paper session to meet the presenting authors. Ensure that all presentations are saved on the computer and ready to use at the start of the session. An assistant in the room will assist you with any technical issues. Communicate your time signals to the presenters before the session starts (5 and 1-minute colour cards will be available in the room).

3. During the paper session: You will shortly introduce the session and each presenter, give the floor to the presenters according to the planned program, manage the timing of the presentations, moderate the questions and discussion phases, and close a session. Please monitor the time to give each speaker a fair opportunity to present their work and questions at the end of each presentation. Alert the speaker before the allotted time is up. Communicate your time signals (5 minutes and 1 minute left) to the speakers so they can conclude their presentation in an orderly manner. You may allocate more time to the presenters if the session has fewer presentations. At the end of a paper session, there is a 10 to 15-minute open discussion, one of the most important aspects of a research conference, so please ensure sufficient time for questions from the audience and foster discussion actively. As a chair, you will need to be a discussion facilitator, encouraging participants to join the conversation and drawing out thematic connections between the presentations. Ensure that the audience's questions are straightforward and that the answers are brief and to the point.