



Symposium Guidelines

Symposia combines a coherent set of papers on one or similar topics for discussion. Symposia sessions are moderated by a chair, involving 3-4 presenters and one discussant, from at least three different countries. Each symposium is scheduled for 90 minutes, allowing approximately 15-20 minutes of presentation time per speaker, 15 minutes for the discussant, and 15 minutes for open discussion. However, symposium organizers are free to include the open discussion into the discussions after each presentation.

For the Presenters

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

1. Prior to the conference: Prepare your presentation using PowerPoint. The time you have for your presentation is 15-20 minutes. From our experiences, 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. Make sure to send the final presentation to the discussant prior to the conference or even distribute it among all the presenters of the symposium.
2. Prior to the symposium: Please make sure to arrive at the meeting room 10 minutes prior to the start of the symposium to test your presentation and to upload your presentation on the computer. The chair of the symposium and the discussant are asked to do so as well. Each room is equipped with a laptop which you can use for your presentation. We recommend you 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 Symposium Chair(s) and Organizer(s)

The role of the chair is critically important in managing the smooth flow of the symposium. The main task is to moderate a symposium in such a way that the presenters and the audience get the maximum benefit from the session. In general, the chair opens and closes a symposium, gives the floor to the presenters as well as the discussant according to the planned program, and moderates the questions and discussion phases. Please follow these steps for an efficient symposium:

1. Prior to the conference: As a symposium organizer, please make sure prior to the conference that all presentations are sent to the discussant.
2. Prior to the symposium: Please make sure to arrive at the meeting room 10 minutes prior to the start of the symposium. The speakers and discussant are asked to do so as well.
3. During the symposium: As a chair, you will introduce the topic of the symposium, presenters, and the discussant, give the floor to the presenters and the discussant according to the planned program, manage the timing of the presentations, moderate the questions and discussion phases, and close the symposium. Please monitor the time (see above) to give each speaker and the discussant a fair opportunity for presentation and discussion. Alert the speaker before the allotted presentation time is up: Clearly communicate your time signals (5 minutes and 1 minutes left) to the speakers so that they can conclude their presentation in an orderly way. Usually after the last presentation, there is a

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. The discussant has been given specific guidelines on how to stimulate discussion, and your role as chair will be to act as an enabler, supporting the discussant and encouraging audience participation. Make sure that questions of the audience are clear, and answers are brief and to the point.

For the Discussant

The discussant in a symposium plays an active role in facilitating discussion and audience participation. The chair of the symposium will manage the timing of presentations and support you in fostering discussion. Prepare carefully for your role as discussant and make sure that there is time left for discussion with the audience. There are different types of discussion, and discussants have the freedom to organize their discussion. One suggestion for the discussants might be to focus on the key questions or issues raised by the presentations, highlighting the new evidence and how the papers help advance the topic. At the same time, give constructive feedback to the presenters and discuss directions for future research in the field. Please, try to avoid making unhelpful criticism and encourage further discussion within the audience.

1. Prior to the conference: Please get familiar with the presentations in advance.
2. Prior to the symposium: Please make sure to arrive at the meeting room 10 minutes prior to the start of the symposium. The chair and speakers are asked to do so as well. You can upload your presentation on the computer available in the room. We kindly ask you bring your presentation on a USB flash drive in .pptx and/or .pdf format. An assistant will be present in the room to assist you in with any technical issues. Remote controls for the presentation and pointers are not available. Please bring your own remote control/pointer.