

Guidelines to chairpersons

First identifying all four presenters in the session and checking they are ready is necessary. Chairpersons should be very strict with time keeping. In each session, there are four papers and each will have 22 minutes for both presentation and discussion. Presentations should not take more than 15 minutes and at least 7 minutes will be devoted for discussion. To signal presenters, yellow and red pieces of papers will be used; please show the yellow when the presenter has talked for 10 minutes and the red for 14 minutes (maximum one minute left). After the presentation of each paper, please start the discussion with some comments to lead the discussion. If you don't have comments, directly go to open discussion. Please make sure discussions end around 22 minutes so that there will be enough time for all papers. In case less than four papers are to be presented (some may not come), adjustments have to be made (each will have more time). In each session will be an assigned rapporteur who will be summarising key points from the session and sending their summaries to Bereket by email for inclusion in a wrap-up session at the end of the conference. You might also want to identify the rapporteur and introduce them to the delegates.