

EIBA 2013 Instructions for Presenters and Session Chairs

Competitive sessions

The participants as well as the chair should arrive at the session ten minutes in advance to meet each other and to make sure all of the presenters are accounted for.

All of the meeting rooms for competitive sessions are equipped with (Windows) computers and beamers, and the presenters are asked to bring their presentations on a USB stick. Please make sure that all presentations are loaded on to the computer before the start of the session. If you encounter any problems with the equipment, please look for the student helpers wearing EIBA 2013 clothing.

Timekeeping is the key task of the chair in a competitive session. Competitive sessions normally have four papers, and it is usually a good idea to limit the presentations to 15 minutes each, which leaves you 30 minutes for discussion. You can have questions between each paper, all in the end, or a mixture of both, but the important thing is that everyone gets their full 15 minutes of presentation time and some time for questions.

The chair should ensure that the session starts and ends on time. The papers in the competitive sessions are quite polished, and so are most of the presenters, so it is generally sufficient for the chair to give an indication five minutes before the time is up, so that the presenters can wrap up their presentation in a timely fashion.

It is usually better if the papers are presented in the order that they appear in the program to allow people to switch from one session to another. While switching between sessions also creates a nuisance, this is not easily avoided. In any event, all of the paper presenters should stay until the end of the session.

Interactive sessions

The participants as well as the chair should arrive at the session ten minutes in advance to meet each other and to make sure all of the presenters are accounted for.

The interactive sessions are normally scheduled with six papers. However, the papers are not presented in the traditional manner, but in a roundtable format with the chair leading the discussion.

There is no presentation technology available in the rooms where the interactive sessions take place. Consequently, the chair does not need to be occupied with the setup, but to ensure that the session starts and ends on time. There will be some seats available for additional observers outside of the roundtable circle. The order of the presentations is less important than in the competitive sessions, since switching between the interactive sessions is more limited due to their nature.

Instead of a PowerPoint presentation, the presenters of the papers are given an opportunity to present a brief summary of the main points in their papers. It is a good idea to bring ten copies of one A4 sheet that outlines your research questions, methodology and findings in a succinct manner.

The aim of the interactive sessions is to allow the authors of papers whose work is still in progress to present their ideas and to receive feedback from the chair as well as the other participants in the session. While some of the interactive sessions are quite homogenous, and all authors are basically dealing with different aspects of the same topic, other interactive sessions may have two or even three subtopics within them, and it is up to the chair to structure the discussion in such a way that all presenters get at least their 10 minutes of 'airtime', while also guiding the discussion from one topic to another.

For this reason, the interactive sessions are chaired by experienced scholars. Of course, with six papers, it is not possible to exhaust the discussion in one 90 minute session, but hopefully the sessions will succeed in identifying some of the key questions that can be pursued in private discussions afterwards.

Panel sessions

The participants as well as the chair should arrive at the session ten minutes in advance to meet each other and to make sure all of the presenters are accounted for.

All of the meeting rooms for panel sessions are equipped with (Windows) computers and beamers, and the presenters are asked to bring their presentations on a USB stick. Please make sure that all presentations are loaded on to the computer before the start of the session. If you encounter any problems with the equipment, please look for the student helpers wearing EIBA 2013 clothing.

The structure of the session is left to the chair, who should explain to the audience the format the panel discussion will take. The chair should also ensure that the session starts and ends on time.