

# Guidelines for convening your panel on the day

You are responsible for the smooth running of the panel. Your main tasks are to keep speakers to time and ensure that there is time and opportunity for discussion.

1. Check that all the speakers are present and that the correct AV equipment is available. If there are any issues, please inform your room/panel's conference volunteer.  
If your panel's volunteer also working on additional panel rooms, make sure you know how to find or contact the volunteer in case of technical issues.
2. Please stick to the running order which has been printed in the book and on the sheet on the door of your panel room. If there are good reasons to amend the presentation order, please update the sheet on the door.
3. Encourage people to sit towards the front of the room, so that everyone can see/hear.
4. Open the session with a few introductory remarks.
5. Welcome each speaker before they present.
6. Each speaker has X minutes (often 15 minutes per presentation, but this may vary by your panel's specific structure) to present. You will need to keep a strict eye on the time.
7. Chair the discussion.
  - Warn the speaker when they have 5 minutes remaining and when 1 minute is left.
  - If they have not finished after X minutes, kindly but firmly bring them to stop to ensure others have sufficient time to present.
  - When taking questions or comments, ask speakers in the audience to give their names.
  - Try and ensure that the widest participation is achieved. Avoid using names of people you know during questions/discussion time for parity among panel attendees.
  - If a question and answer become a dialogue that excludes the rest of the panel and do intervene and suggest colleagues continue that particular line of discussion in the break between panels.
  - Thank the speaker.
  - Try to close with a conclusion that references all the papers and their contribution to the panel's theme.
8. When the session ends, and your panel is not occupying the subsequent session, the panel must leave the room during the refreshment breaks even if the discussion is still flowing. This is to ensure that the next panel's convenors and participants can enter and set up for their session.  
You should very clearly request that you all continue the discussion outside, in a more informal setting, over refreshments.