JURE 2023 – SESSION GUIDELINES

Paper Sessions

A paper session consists of four conceptually linked papers. Each presenter is given 15 minutes to present his/her work, followed by 5 minutes for questions and discussion. The audience (especially the reviewers of the presented work) are encouraged to contribute to the discussion with questions.

For the presenter

Please be on time for your presentation. Make sure you are present at least 10 minutes before the session starts, to upload your presentation on the computer. We suggest that you use the provided computer equipment, because switching between computers (e. g. using your own private laptop) will take up valuable time from your presentation and can possibly cause delays. We encourage you to save your presentations also in PDF format to avoid any presentation flaws of the content, especially if presenting on a different computer.

For the session chair

The main task is to moderate a session in such a way that presenters and audience can benefit from each other in an optimal way. In general, the chair opens and closes a session and gives the floor to the presenters according to the planned programme.

The following steps can help you fulfil this task:

1. Before you go to the session meeting room, check the conference app to determine if there are any changes to the scheduling of the session that you are chairing.
2. If possible, arrive at the meeting room about 10 minutes prior to the start of the session. If you encounter problems, you should immediately alert the conference organisers (student helpers present in the room or at the registration desk).
3. Make sure that at the start of the session all presentations are saved on the computer and are ready to use.
4. Monitor the time in order to give each presenter a fair opportunity for discussion. Allow maximum of 15 minutes for the presentation. Alert the speaker before allotted

presentation time is up. Communicate your time signals to the presenter before the session starts.

Poster Sessions

Posters are grouped conceptually into sessions of up to 8 posters. Approximately 5 minutes after the start of the poster session, there will be a short opening session, in which each poster presenter will give a brief verbal presentation (max. 3 minutes), highlighting main findings of his/her poster. After the introductions the participants will be invited to go around the posters and discuss with the presenters.

For the presenter

Please be on time for your presentation: make sure you are present at least 10 minutes before the session starts. Pins will be provided for placing your poster on the poster walls. It is your own responsibility to display your poster prior to the session. It is recommended that you bring a number of small copies / hand-outs of the poster (or the extended summary) with you. During the brief verbal presentations, give a short overview (max. 3 minutes) of the presented posters, highlighting the topic and main findings of your poster. An in-depth discussion of your findings can be held after the brief oral presentations, when the audience will individually walk around the posters to discuss with you. Your main job during the in-depth discussion is to supplement the information the poster contains.

For the session chair

The chair opens and closes a session and gives the floor to the presenters according to the planned programme. The following steps can help you to fulfil this task:

1. Before you go to the session meeting room, check the conference app to determine if there are any changes to the scheduling of the session you are chairing.
2. If possible, arrive at the meeting room about 10 minutes prior to the start of the session and familiarise yourself with the room. If you encounter problems, you should immediately alert the conference organisers (volunteers in the room or at the registration desk).
3. Monitor the time. Open the part of the session about 5 minutes after the session has started. Allow maximum of 3 minutes for the oral presentation of each poster. Alert the speaker 1 minute before the allotted time for presenting is up. Communicate your time signals to the presenter before the session starts.

Roundtable Sessions

Roundtable sessions are dedicated to research that is still in progress. Roundtables are an opportunity to discuss not only outcomes but also the design of a research project or research in progress. These sessions allow maximum interaction with the presenters by shortening the formal presentation. Each roundtable session consists of up to four conceptually linked projects.

For the presenter

Each presenter has 5 minutes to introduce his/her project and raise one or two open discussion questions. A total of 15 minutes is intended for discussion. Presenters should prepare handouts for the other participants but NOT a PowerPoint presentation. Please note that you are required to bring your own copies (approx. 25) of your handout for the participants. No computer, projector or screen will be provided in order to enhance the interactive discussion character of the roundtable sessions.

For the session chair

The chair monitors the discussion in accordance with the discussion questions of the presenter and will make sure that each person is given the opportunity to participate. The chair opens and closes session and gives the floor to the presenters according to the programme. The following steps will help you to fulfil this task:

1. Before you go to the session meeting room, check the conference app to determine if there are any changes to the scheduling of the session that you are chairing.
2. If possible, arrive at the meeting room about 10 minutes prior to the beginning of the session and familiarise yourself with the room. If you encounter problems, you should immediately alert the conference organisers (volunteers in the room or at the registration desk).
3. Monitor the time in order to give each presenter a fair opportunity for discussion. Allow a maximum of 5 minutes for the introduction of the hand-out and 15-20 minutes of plenary discussion. Alert the speaker 1 minute before the allotted time for presenting is up. Communicate your time signals to the presenter before the session starts.
4. In the presentation, the presenter will raise one or two open discussion questions. Your job is to monitor the discussion in line with these discussion questions. Try to make sure that the presenter has (at least) made some progress in answering these discussion questions in order to maximise the benefit of this interactive session format. Also, make sure that each person in the audience is given the opportunity to participate. Keep in mind that the session must end on time to ensure enough time for breaks between sessions.