

Junior
Researchers
Thinking
Tomorrow's
Education

JURE 2019

10 - 11 August 2019 // Aachen, Germany

JURE 2019 – Session Guidelines

Paper Sessions

A paper session consists of 2-3 conceptually linked papers. Each presenter is given 20 minutes to present his/her work, followed by 5-10 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. The student helper in your room will help you. 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 program.

The following steps can help you fulfil this task:

1. Before you go to the session meeting room, check the "Program changes board" at the registration desk 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 organizers (student helpers present in the room or at the registration desk).
3. The student helper at your room will help you with any queries.
4. Make sure that at the start of the session all presentations are saved on the computer and are ready to use.
5. Monitor the time in order to give each presenter a fair opportunity for discussion. Allow maximum of 20 minutes for the presentation. Alert the speaker before allotted presentation time is up by using yellow and red cards provided. Communicate your time signals to the presenter before the session starts.

Poster Sessions

Posters are grouped conceptually into sessions of up to 6 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. There will be a student helper at each room to help you



prepare. 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 program. The following steps can help you to fulfil this task:

1. Before you go to the session meeting room, check the "Program changes board" at the registration desk 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 familiarize yourself with the room. If you encounter problems, you should immediately alert the conference organizers (volunteers in the room or at the registration desk).
3. The student helper at your room will help you with any queries.
4. 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 by using the time cards given to you. Communicate your time signals to the presenter before the session starts.

Roundtable Sessions

Roundtable sessions are dedicated to research that is in progress. Round tables are an opportunity to discuss not only outcomes but also the design of a research project or research in progress. Round tables allow maximum interaction with the presenters by abridging the formal presentation. Each round table session consists of up to three 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 15-20 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 round table 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 program. The following steps will help you to fulfil this task:

1. Before you go to the session meeting room, check the "Program changes board" at the registration desk 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 familiarize yourself with the room. If you encounter problems, you should immediately alert the conference organizers (volunteers in the room or at the registration desk).
3. The student helper at your room will help you with any queries.
4. 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 by using the time cards provided. Communicate your time signals to the presenter before the session starts.
5. 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 maximize 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.

