Instructions for chairing and presenting

Please remember that time keeping is critical in running the conference smoothly. Failure to do so may have knock-on effects, and risk affecting other presenters and sessions.

Chairpersons are requested to take overall responsibility for the timely running of each session. This includes ensuring that each Presenter is given sufficient time – and an equal amount of time – in which to make their presentation. It also includes politely reminding Presenters, where necessary, of the overall need for timeliness. As to this, each room will be equipped with cards that the Chairperson can use to remind Presenters of their remaining time. There will also be a card with which to remind Presenters that their time has expired.

Following presentations, the Chairperson is asked to manage the discussion and questions. Chairpersons are asked to ensure that as many questions can be asked and answered as possible, and that all Presenters have an opportunity to engage in dialogue with those attending their session. Chairpersons may think it appropriate to stimulate questions – or further questions – in response to papers, but are not asked to act as discussants.

Presenters are asked to take personal responsibility for delivering their papers in keeping with the overall need for timeliness. Among other things, this will ensure the maximum possible time for each Presenter to discuss their work with conference participants attending their session.

Both Chairpersons and Presenters are asked to arrive in the room for their session 10 minutes before the scheduled starting time. This will allow all participants to determine how the session will proceed, including the order of presenters, and the issue of whether questions will be taken after each presentation, or at the end of all presentations in the session. It will also allow time to ensure that presentations are available for use from the IT facilities in the room for the session.

Presentation slides

All Presenters are asked to upload their conference presentation to a web repository at least one (1) day prior to their presentation. All ILO conference rooms have internet access. Due to logistical and security reasons, **Presenters may not use personal computers or USB devices**. There are no exceptions.

Chairperson and "master book"

For a quick and easy reference for Chairpersons – and Presenters – a "Master Book" will be provided on the podium in each room with all necessary details. This will include a list of sessions to be held in that room, as well as each Presenter's abstract. The Chairperson should consult with each Presenter as to how they may prefer to be introduced.

Time allocation

Plenary sessions

In principle, each Plenary Speaker will have a total of 30 minutes for their presentation, which will be followed by 15 minutes' discussion. The Chairperson, in consultation with the Plenary Speakers, will decide and communicate further details of organizing the plenary sessions.

Parallel sessions

Our recommendation is:

- Three paper session: 20min presentation + 10min for questions and discussion
- Four paper session: 15min presentation + 8min for questions and discussion

Please prepare your presentation accordingly. Exceeding your time limit may have knock-on effects, and risk affecting other presenters and sessions.