

Edited on July 17, 2016

Guidelines for Moderators, Discussants and Presenters



- 1. MODERATOR GUIDELINES**
- 2. DISCUSSANT GUIDELINES**
- 3. PRESENTER GUIDELINES**

This sheet presents basic information for presentations at research paper sessions. Overall, the intent is to create sessions that benefit both the authors and the audience. It is especially important that all involved observe their time allocations, because the sessions could potentially have three to four papers each.

1. MODERATOR GUIDELINES

Arrive at the session room ten minutes prior to the scheduled starting time and introduce yourself to the presenters and discussants.

Begin the session (on time) by welcoming the audience and stating the session title. Tell how the session will be run, notifying the audience how many papers will be presented, how long each presentation will be and when there will be time for questions. Keep your own comments to a minimum—stick to introducing presenters and their paper titles. It is crucially important that you keep presenters to their allotted times.

Moderators have a variety of different ways for communicating time use to presenters. One way is to sit in the front row after introducing a speaker, where you can be seen by the presenter when he or she looks up. Bring along time cards which can be read from that distance. As a minimum, have a **5-minute card** and a **wrap-it-up card**. Regardless of your preferences, be tough with presenters who try to continue past their allotted time.

After the papers have been presented, introduce the discussant, who will comment on the papers. Keep track of the discussants time, alerting him or her when time is running out as you did with the paper presenters. After the discussion, open the session to questions, where you will serve as a traffic coordinator. In managing the question-and-answer-time, please ask questioners to identify themselves and to keep their comments as short as possible to allow the presenters to respond in full.

In case you are presenting a paper yourself during the session you are moderating, we strongly recommend you present at the end of the session, even if this means altering from the printed program slightly.

Finally, make sure that the session ends on time so that the next group can get into the room on time.

2. DISCUSSANT GUIDELINES

Arrive at the session room ten minutes prior to the scheduled starting time and introduce yourself to the moderator and discussant.

A well-prepared discussant can greatly enhance a paper session, so spend time reading the papers and preparing your comments on PPT slides.

Try to mention the strengths of a paper, besides your suggestions for improvement. One of the big challenges for a discussant is making points that are useful to the authors, yet interesting to the audience. Try to avoid an “insider” discussion that probes small details of a paper.

Finally, make sure to wrap-up on time, keeping an eye out for the moderators’ time cards.

3. PRESENTER GUIDELINES

Arrive at the session room ten minutes prior to the scheduled starting time and introduce yourself to the moderator and discussant.

In developing your PPT slides, consider what information is necessary to guide the audience through key points of your paper. Within your presentation, go lightly on relevant literature, concisely describe your methodology, and spend the bulk of the time on results, discussion, and conclusions. Try not to overwhelm the audience with a lot of tables that each takes much time to interpret. In a nutshell, be an interpreter-of your research rather than simply laying out the facts.

Go over your presentation notes for a general sense of how long they will take, then pare down to your allotted time. The moderator will use some sort of time cards to let you know when time is running low and when your time is up. Please wrap things up on time.

//////////////////////////////////// APPENDIX (APMAA2015) //////////////////////////////////////

1. Doctoral Colloquium (8 papers per session; 2 sessions)

Presentations 14:00 p.m.-15:10 p.m. Friday, November 1 (4 papers×2 sessions)
(two chairs + eight presenters + eight advisers) (Each paper: 20 min Presentation +15 min Advice+ 10 min Q&A)

Session Chairs and Mentors (**advisers**) communicate closely with presenters. A chair send papers to each mentor and all authors in his/her session. A mentor develops PPT file and send it to the chair and the presenter(s). A mentor is allocated 15 minutes discussion time per paper to provide constructive and developmental inputs to the presenter. A mentor is required to develop about 15 PPT slides that aim to help the student to improve his/her paper.

Presentations : 14.00 – 17.30

Presenters, Mentors and Participants going to Rooms for Doctoral Colloquium

Presentations/Review/ Q&A @ 45 minutes (20 min presentation, 15 min review, 10 min Q&A)

① 14.00-14.45, ②14.45-15.30 break ③15.40-16.25, ④16.25-15.10

2. Plenary Talks, Tuesday, October 27 (1 talks)

A **plenary talk** at a conference or convention is a talk that is scheduled at a time when everyone can attend, i.e. at a time when nothing else is scheduled. A **plenary speaker** is the speaker at a plenary talk, usually a notable person who is present by invitation. A **moderator** develops 1-2_ PPT slides that provide a profile of the speaker, and also develop 3-5 pages PPT slides that summarize the speech.

3. Two types of Parallel Sessions

(a) **In-depth Parallel Sessions, Tuesday, October 27 (8 papers)** (2 papers per session: a moderator + two presenters + two discussants): **(8 papers)** Regular paper sessions where 2 papers are presented. Each paper will be given 45 minutes (20 minutes for presentation and 15 minutes for discussion). Ten minutes discussion time is allocated to both a discussant and participants. A **discussant** is allocated 15 min discussion time per paper based on about 15 PPT slides derived from the written paper.

Time allotted for each paper in the In-depth Parallel Sessions (A1-A4) is 45 minutes (25 minutes for presentation, 10 minutes for discussion, and 10 minutes for Q&A).
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(b) **Interactive Paper Sessions , Wednesday, October 28 (96 papers)** (3 papers per session: 20+10+10: a moderator + three presenters, A, B and C. (discussed by B, C, and A.):

An interactive paper session, where 3 papers are presented, is aimed at providing constructive and developmental inputs. Moderators discussants and participants provide inputs. Each paper will be given 40 minutes (20 minutes for presentation , 10 minutes for discussion and 10 minutes for Q&A). A **presenter** also serves as a discussant of an **assigned paper written by other author(s) in the same session and discusses on the paper** for 10 (5) minutes based on about 10 (5) PPT slides derived from the written paper.

Wednesday Sessions C & Sessions D (40mins per paper)

*Time allotted for each paper in the Parallel Sessions with 3 papers per session is 40 minutes (20 min. for presentation, 10 min. for discussion, and 10 min. for Q&A).

Wednesday Sessions B & Sessions E (30mins per paper)

*Time allotted for each paper in the Parallel Sessions with 3 papers per session is 40 minutes (20 min. for presentation, 5 min. for discussion, and 5 min. for Q&A).
