

# 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.
2. 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.
3. 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.
4. Encourage people to sit towards the front of the room, so that everyone can see/hear.
5. Open the session with a few introductory remarks.
6. You may give participants a reminder of the conference twitter hashtag #SIEF2025 if you wish to encourage reporting on your panel on social media.
7. Welcome each speaker before they present their paper.
8. Each speaker has X minutes (please calculate this, 15 minutes in a session with 5 papers) to present depending on the number of speakers in each session of the panel. You will need to keep a strict eye on the time.
  - a. Warn the speaker when they have 5 minutes remaining and when 1 minute is left.
  - b. If they have not finished after X minutes, you must kindly but firmly bring them to stop.
9. Chair the discussion. When taking questions or comments, ask speakers in the audience to give their names. Try and ensure that the widest participation is achieved, remembering to involve online participants. Avoid using names of people you know during questions/discussion time - those whose names you do not know may feel marginalised. If a question and answer become a dialogue that excludes the rest of the panel and make it impossible to ask other/further questions, do interrupt and suggest colleagues continue that particular line of discussion later.
10. Thank the speaker.
11. Try to close with a conclusion that references all the papers and their contribution to the panel's theme.
12. When the session ends, the panel must leave the room during the break even if the discussion is flowing. You should very clearly end the discussion and request that you all continue outside, in a more informal setting, over refreshments