GUIDELINES FOR PRESENTERS AND MODERATORS

Oral presentations

Presentations will take place in 1.5 hour-long sessions with 3-5 presenters. Depending on the number of presenters in the session, the length of presentation would last 13-18 minutes. Please check your session in the *final* programme to get familiar with its time, contents and location. Strict adherence to the time limit is important and will be observed by the session moderator. Plan your presentation accordingly, so that you introduce your topic briefly and succinctly and focus the bulk of presentation on your key findings and contributions.

In case a Power Point presentation is used to prepare the presentation, the Congress Secretariat would appreciate if the presentation files would be sent in advance to aesopacsp.present@gmail.com. Otherwise, the files will be loaded directly to local computer in the presentation room where the session is held. The template for Power Point presentations is available for download from the congress web home page. Please make sure to arrive to your room about 5 minutes before the beginning of the session to allow time for loading of your presentation and for meeting your moderator and co-presenters.

Moderators

The role of the moderators is to ensure the sessions proceed in an organised and constructive manner. The responsibilities include:

- Arrive to the presentation room about 5 minutes before the beginning of the session
- Meet and greet the presenters and introduce them to each other
- Explain the presentation plan (timing, order) and adjust it in case of missing presenter(s)
  Note: it is recommended that the moderators opt for discussion to follow all presentation, and thus allow the final 20-30 minutes for Q&A and discussion
- Introduce the speakers based on the information in the programme (name and institutional affiliation, presentation title)
  Note: the moderators may seek additional information from the speakers and provide that information to the audience
- Keep the time, with 5 minutes, 1 minute and 0 minute reminders to be provided in each room in green, yellow and red coloured cards respectively
- Open the discussion, keep an order of questions / comments and suggest a respondent if necessary
- If needed, invigorate the discussion with a few questions / comments
- Keep the discussion focused on relevant and related issues
- Close the session with a few concluding sentences – summarizing the key points that have emerged from the presentations and the discussion

UCD School of Geography, Planning
and Environmental Policy

Richview
University College Dublin
Clonskeagh, Dublin 14, Ireland

T +353 1 716 2711
F + 353 1 716 2788

Scoil na Tíreolaíochta, Pleanála agus
Polasaí Comhshaoil UCD

Richview
An Coláiste Ollscoile, Baile Átha Cliath
Cluain Sceach, Baile Átha Cliath 14, Éire

gpep.admin@ucd.ie
http://www.ucd.ie/gpep/index.html

Poster presentations

All posters will be on display during the whole congress period in a common area where they are easily accessible for viewing by the congress participants. The presenters should bring their posters ready and attach to the poster boards during the first congress day on Monday, July 15. The template for posters is available for download from the congress home page.

The presenters are welcome to attend to their posters at any / all time, as per their own schedule. ALL presenters are expected to be next to their posters during the extended coffee break designated as poster session, on Tuesday, July 16, 15:45-16:45. This will be the opportunity for the authors to explain their work, answer questions and discuss related topics and issues with the poster viewers.

The posters should be removed at the end of the congress, but preferably not before Friday, July 19th.

Track Co-chairs

The track co-chairs are the hosts of their track and carry the overall responsibility that the track sessions and panels proceed as planned. They will open the track at the first session. The track co-chairs appoint a moderator for each session before the start of the congress. They are the key contact in case any issue emerges. The best way to locate a track co-chair is through the congress secretariat staff.