Paper session guidelines

Paper sessions include **oral synchronous presentations** of up to five conceptually linked papers, followed by a discussion with the audience. A paper session is scheduled for 90 minutes. We suggest the following schedule of each session, which can be adapted to your personal needs: The presenters are each given 12 minutes for their presentation, followed by 3 additional minutes for questions. At the end of a paper session, there is a 10-minute open discussion. Due to the ongoing pandemic, paper sessions will run online via Zoom at the scheduled time. Access to the respective Zoom session will be provided via our Virtual Venue. For presenters, who attend the conference in person, we will provide rooms at the venue. **Please note that the session times are provided in Central European Time (CET).** If you are not in Central Europe, you may need to determine your presentation time by calculating which time this is in your time zone. One of the presenters is further asked to chair the paper session.

For the presenters

As a presenter, you are responsible for your own presentation. Please follow these steps to have an engaging presentation within your paper session:

1. Prior to the conference: Prepare your presentation using power point in 16:9-format. The time you have for your presentation is 12 minutes. From our experiences, a maximum of 10 slides will be perfect to stay in this time frame.
2. During the paper session, you will share your own presentation from your computer. You will receive the rights to do so in your Zoom meeting room / session prior to the conference.
3. Please make sure to arrive at the virtual meeting room 5 – 10 minutes prior to the start of the paper session to test the functionality of the Zoom session. A student helper will be present in the Zoom session to assist you.

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, gives the floor to the presenters according to the planned program, and moderates the questions and discussion phases. Please follow these steps to chair an efficient symposium:

1. Prior to the conference: Please inform yourself about the presentations in your session with the abstracts provided in the online conference program.
2. Please make sure to arrive at the virtual meeting room 5 – 10 minutes prior to the start of the paper session to test the functionality of the Zoom meeting. A student helper will be present in the Zoom session to assist you.
3. Monitor the time (see above or your individual schedule) in order to give each speaker a fair opportunity for presentation, questions, and the overall discussion. Alert the speaker before allotted presentation time is up. Communicate your time signals to the speakers before the session starts (e.g., sending a private message or raising the hand).