

## Symposia guidelines

Symposia provide an opportunity to present research on one topic, often from multiple perspectives, compiling a coherent set of papers for discussion. Symposia sessions are directed by a chair, involving four presenters and one discussant, from at least three different countries. As each symposium is scheduled for 90 minutes, we propose a time frame of approximately 12 - 15 minutes per speaker for their individual presentations, 15 minutes for the discussant, and 15 minutes for open discussion. Most of the symposia will take place face-to-face at the conference venue - but will be recorded to make it accessible afterwards for all conference participants. The session rooms are fully equipped (i.e., video projector, notebook, microphones, and wireless presentation remote controls). Some symposia will be held in a hybrid format, which requires special regulations. In case your symposium is subject to such a hybrid format, please contact us that we can work on a solution.

### For the speakers

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

1. Prior to the conference: Prepare your presentation using power point in 16:9-format. The time you have for your presentation is approximately 12 - 15 minutes. From our experiences, about 10 slides will be perfect to stay in this time frame.
2. Make sure to send the final presentation to the discussant prior to the conference or even distribute it among all the presenters of the symposium.
3. Please make sure to arrive at the meeting room 10 minutes prior to the start of the symposium. The chair of the symposium and the discussant are asked to do so as well. Bring your presentation (the file name should include your last name) with you on USB 2.0 flash drive (type A), so that you can transfer it to the presentation notebook. A student helper will be in the meeting room to assist you.
4. Please be aware that due to the session recording, it is not possible to use own notebooks.

### For the session chair and the discussant(s)

The chair opens and closes a session, gives the floor to the presenters as well as the discussant according to the planned program, and moderates the open discussion. The discussant(s) reflect on the speakers' presentations and enhance it with their own perspective. Please follow these steps for an efficient symposium:

1. As a chair, please make sure **prior to the conference** that all presentations are distributed among the presenters of the symposium and in particular are sent to the discussant. As discussant, please get familiar with the presentations in advance.
2. Please make sure to arrive at the meeting room 10 minutes prior to the start of the symposium. The speakers are asked to do so as well. If you have prepared a presentation (the file name should include your last name), bring it with you on USB 2.0 type A flash drive, so that you can transfer it to the presentation notebook. A student helper will be present in the meeting room to assist you.
3. As a chair, please monitor the time (see above) in order to give each speaker and the discussant a fair opportunity for presentation and discussion. Alert the speaker before allotted presentation time is up with the time cards provided in the meeting rooms.