

**Chair and Panel Guidelines**

**The 10th China Goes Global Annual Conference**

**University of Macerata (Italy)**

**July 26th - 28th**

**Panel Meetings**

We are asking panel Chairs to coordinate a discussion or a time to meet with presenters prior to their panel. We also ask Chairs and Presenters to arrive in their presentation rooms 15 minutes before their panel session begins to test equipment, etc.

**Panel Session Guidelines**

The time allocated for each panel session is 105 minutes:

a. The Chair will take roughly 5 minutes to open the session, introduce the Presenters, and set the context for the discussion.

b. Each Presenter will take no longer than 12 minutes to present their material. If any presenter would like to use PowerPoint slides, we ask that he or she use no more than **6 content slides** (+ 1 for title and authors’ reference). Please bring your presentation with you on a flash drive and upload to the conference laptop in the assigned room ahead of your presentation time. Based on the number of papers presented in each session, the Chair might contact directly all presenters to adjust the time of presentation and number of power point slides.

c. Following the presentations, the Chair will open the discussion to the audience, giving the floor to Discussant first. **Each presenter will act as discussant of the previous paper (the last paper will be discussed by the first presenter)**. Discussant may decide to make a one-slider (ppt) with constructive but critical questions.

The Chair will monitor the time taken by Presenters as well as audience members. The Chair will conclude the session with a 5 minute wrap-up.

Scientific papers can be downloaded at the following link: <http://www.chinagoesglobal.org/membership/papers-2016-macerata/>. In case a full paper is not available (for interactive presentations), please contact directly the Conference host ([spigarelli@unimc.it](mailto:spigarelli@unimc.it)).

**A timekeeper will also be assigned to each room to let speakers know when they have 5 minutes left, 1 minute and when they are out of time. (The timekeeper will also monitor time for audience questions and comments.)**

**Panel Materials**

Chairs as well as Presenters should review the abstracts and papers for their session ahead of the conference meeting time. We hope that Chairs and Presenters will be able, where possible, to draw comparisons or discuss similar findings in the related papers.

**Equipment**

***Note: It will not be possible for presenters to use their own laptops during their session so please load any materials to the conference computers prior to the start of your session.***

There will be one computer in each conference room that is synched to a projector. Please put your slides on a USB drive. We ask that Presenters do not use live internet connections due to the number of speakers and sessions.

**Role of Chair**

The Chair has responsibility for moderating the session and ensuring that the discussion is lively, informative and stays on time. We ask that Chairs:

1. Ask presenters for their papers or abstracts for their session prior to the conference
2. Meet with their Presenters prior to the start of their session.
3. Ensure that all PPT slides for the session are uploaded on the conference computer, and
4. Be actively involved in the discussion.

**Role of Presenters**

As previously mentioned in the *Panel Session Guidelines* (b.), presenters should plan their presentations to stay within the allotted time of 12 minutes. We ask that they not read their papers but instead focus on learnings and conclusions that encourage discussion. If a Presenter would like to use slides, we ask that he or she limit the number of content slides to 6, using the rule of thumb that it takes roughly 2 minutes to present each slide.

