



EARLI 2023

Education as a hope
in uncertain times

T h e s s a l o n i k i

2 2 - 2 6 A u g u s t 2 0 2 3

EARLI 2023 CHAIR GUIDELINES

The role of the chair is critically important in ensuring an engaging and participatory experience for everyone. For all sessions, chairs are asked to do two key things.

Firstly, the chair acts as the **moderator** for the session, ensuring everyone keeps to the allotted time. Please be very strict about timing so that everyone has an equal opportunity to present their work. Every session type has time allocated for discussion and it is important to provide sufficient time for questions from the audience. Communicate your time signals (5 minutes left, 2 and 1 minute left) clearly to the presenter, so that they can conclude their presentation in an orderly way.

Secondly, the chair is an **enabler of interaction and discussion** – this is one of the most important aspects of a research conference, so please foster discussion actively. Make sure that questions of the audience are clear, and answers are brief and to the point, rather than mini-presentations in themselves.

Specific details for different session types are outlined below. Please familiarise yourself with the type of session you have been appointed to chair, as timings vary from one session type to the next.

SYMPOSIUM



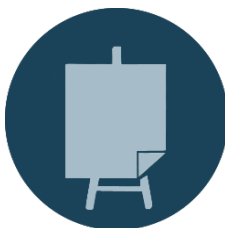
Your role is to manage the smooth flow of the symposium. You will introduce the various presenters and discussant and check everyone knows the timing. A symposium is scheduled for 90 minutes, allowing 15 minutes presentation time per speaker, 10 minutes for the discussant, and 20 minutes for open discussion. The discussant has been given specific guidelines on how to stimulate discussion, and your role as chair will be to act as an enabler, supporting the discussant and encouraging audience participation.

SINGLE PAPER SESSION



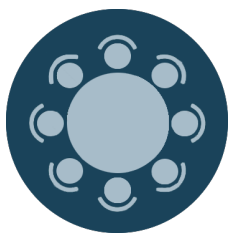
Your role is to co-ordinate the separate presentations into a coherent session. You will need to introduce the session and each presenter, and manage the timing of the presentations, checking that no-one goes over time. Paper sessions are scheduled for 90 minutes. Four presenters are given 15 minutes presentation time followed by 5 minutes for questions. At the end of all presentations there is a 10-minute open discussion. As chair, you will need to be a facilitator of discussion, thinking of key questions to ask, encouraging participants to join the discussion, and drawing out thematic connections between the presentations.

POSTER SESSION



As chair, you will need to explain how the poster session runs as it may be unfamiliar to some delegates and then manage the timing carefully. Your role is very important in making the poster session a vibrant opportunity for exchanging research. There will be up to 6 presenters per session. Each presenter has 5 minutes to present their poster to the audience. Please allow one or two clarifying questions after that. When all posters have been presented, there is time for an in-depth discussion between presenters and the audience, which you facilitate as chair.

ROUNDTABLE SESSION



Your role as chair of a roundtable session is to facilitate a lively discussion and to make sure each presenter has the same amount of time to talk and interact with the group. The roundtable offers opportunities for a more discursive exploration of research issues. Three to five presenters will be allocated to each session, allowing for 15 minutes to 30 minutes per roundtable, depending on the number of roundtables in your session. Each presenter provides a 5-minute presentation, followed by time for questions, equally divided among the number of roundtables per session.

Please note that workshops and ICT demonstrations are scheduled as a single presentation and have not been assigned with a specific chair. The presenting author will act as the chair, ensuring that they keep to the 90 minutes provided for their session.

EARLI 2023 DISCUSSANT GUIDELINES

The discussant in a symposium plays an active role in facilitating discussion and audience participation, so that symposia presentations are not dominated by long periods of listening. The chair of the symposium will manage timings of presentations and will support you in fostering discussion.

Prepare carefully for your role as discussant and make sure that there will be time left for discussion with the audience. There are different types of discussion and discussants have the freedom to organize their discussion accordingly. One suggestion for the discussants can be to focus on the key questions or problems that the presentations have provoked and underline the new evidence and how the papers help advance the topic. At the same time, provide constructive feedback to the presenters and discuss directions for future research in the field. Please, try to avoid making unhelpful criticism and stimulate further conversation within the audience.

