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**1. Guidelines for Session Chairpersons**

The European Academy of Management (EURAM) is grateful for your commitment in participating as session chairperson in the EURAM'12 Conference.

**Before the conference**

We suggest that you print the conference programme by downloading the latest version from our website [www.euram2012.nl](http://www.euram2012.nl). The finalized programme will be published after the deadline for the authors' registration 20<sup>th</sup> April.

Session will last either 1 hour or 1 hour and 30 minutes, depending on the number of papers covered; each session will host 3-5 papers. Each paper will be given 20 minutes for presentation and discussion during competitive paper sessions; we recommend using 15 minutes for presentation and 5 minutes for discussion.

For Interactive Paper sessions and Paper Development sessions we recommend 5 minutes for presentation and 15 minutes for discussion.

As a chairperson, you are responsible for the smooth running of the sessions and for ensuring that speakers adhere to the schedule.

**Running the sessions, your responsibilities are:**

- To be in the conference room at least 5 minutes before the start of the session (presenters are advised to do the same);
- To arrange a laptop for your session and bring it with you (EURAM 2012 will NOT provide laptops, it is the chairs' responsibility);
- To check the equipment prior to the start of the session. In case of any IT issues, conference hosts will be available for every conference room;
- To introduce the session as well as the presenters;
- Please keep track of time; make sure to manage the questions and discussions so that the schedule is maintained and each presenter is treated with fairness and respect;
- In the event of a withdrawn paper or a no-show, maintain the open time slot by:
  - Facilitating an impromptu open discussion
  - Calling for a break until the start of the next presentation.
- To ensure that all active session participants (authors, discussants, etc.) have a reserved seat in the room; due to strict rules and capacity limitations, number of session participants is limited to number of seats available.

Both for Interactive Paper Sessions and Paper Development Sessions, participants and the chair are expected to provide constructive and developmental input.

## 2. Guidelines for Discussants

Only Competitive Paper Sessions have a discussant. As a discussant, your role is to:

- Read the papers in advance and find the commonalities among them;
- Try to frame and develop a conversation from that perspective;
- Identify shared topics, linked ideas/findings and contradictory ideas/results from presentations;
- Identify the themes and points for debate in the session.

## 3. Guidelines for Presenters

The conference programme allows for a maximum of 20 minutes to each paper:

- For Competitive Paper Sessions, each paper will be given 20 minutes: 15 minutes for presentation and 5 minutes for discussion;
- For Interactive Paper Sessions and Paper Development Sessions, each paper will be given 5 minutes for presentation and 15 minutes for discussion. The chairperson for the respective sessions is responsible for the smooth running of the presentations and for ensuring that speakers follow the session schedule. Depending on the session chair's preference, questions will be dealt with either after individual presentations, or at the end of the session;
- Only Competitive Paper Sessions have PowerPoint Presentations; presenters should bring them on their personal memory stick. We kindly ask you to adapt the number of your slides to fit within the 15 minutes timeframe.

For your presentation, we would like to provide a few tips which will help you in designing it:

- Ensure font and background colours display clearly;
- Limit your graphics to one 1-3 per page;
- Limit bullets to six or fewer per slide; use no more than five or six words per bullet;
- Present one topic/theme per slide wherever possible;
- Choose fonts for readability; Arial fonts, for example, tend to be easy to read in the text body;
- Use one font style per visual and only two styles per presentation;
- Use large type size generally between 32 and 36 for headings, between 20 and 28 for bullets and sub-bullets and no smaller than 18 for plain text.

## 4. Three types of paper sessions

- **Competitive Paper Sessions:** Regular paper sessions where 4 or 5 papers are presented, with a discussant to these papers.
- **Interactive Paper Sessions:** Interactive paper sessions, moderated by a chair and aimed at providing constructive and developmental inputs. Since active participations and constructive inputs are highly encouraged, please prepare in advance, for instance by downloading and reading the paper, if you intend to attend a particular session.
- **Paper Development Sessions:** Sessions moderated by one or two experienced scholars, aimed at providing constructive and developmental input. Papers are working papers that still require significant development before being suitable for submission to a journal. Input is provided by the moderators. Chairs should send out the papers to all session participants in advance. In case you wish to attend such a session, make sure to familiarize yourself with the topic and the papers in particular.

EURAM  12<sup>th</sup> 

2012

 SOCIAL INNOVATION  
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## **5. Visual Presentation**

We would like to ask you to design a poster outlining the key points of your work. Your work will be exhibited for one day; during that day you might wish to be present during breaks to explain your work to potential audience, but in general your visualization should be self-explanatory. More details will be communicated directly to the authors of papers accepted as visual presentations.