

# **GUIDELINES FOR PANEL SESSIONS**

## **Chairs and Panel Members**

1. Panels are allotted time limit of 2 hours for the paper presentations of 5 to 6 speakers and an open forum.
2. A paper presenter has 15 minutes to discuss the paper's main points. A chair will also have about 10 minutes to comment on the presentations.
3. The panel chair will introduce the speakers briefly with their name, designation or academic rank, and institutional affiliation only.
4. The panel chair will monitor and implement the time allotted to each speaker. The panel chair will show time cards to inform the speakers of the time left in his/her presentation.
5. Panel chair will serve as moderator of the open forum, which comes after the paper presentations. The panel chair has the right to select questions from the audience, and limit the responses of a panel speaker.

## **Paper Presenters**

1. Paper presenters have 15 minutes to deliver the main points of their papers, and are enjoined to prepare their presentations in advance in order to use the 15 minutes effectively. Other points in the paper may be raised during the open forum, in response to questions from the audience.
2. Paper presenters will be introduced briefly by the panel chair based on name, designation or academic rank, and institutional affiliation only. Paper presenters are requested to inform the conference secretariat should there be any inaccuracies in the information printed in the Conference Program.
3. Paper presenters are requested to coordinate with the conference secretariat ahead of time concerning the use of equipment for their presentations.
4. The panel chair will show time cards to inform the speakers of the time left in their presentation. Paper presenters are requested to abide by the rules.
5. During the open forum, the speakers are requested to answer questions briefly and to the point. The panel chair has the right to select questions from the audience, and limit the responses of a panel speaker.