

GUIDELINES FOR AUTHORS AND CHAIRS

ISCHE 44 Budapest

IN PRESENCE

AUTHORS: ISCHE conferences aim at sharing research and stimulating a scientific debate. Therefore, bear in mind in every panel there must be space for a discussion. Please keep your speech **in 15 minutes**, particularly when there are 4 of you in a panel. We recommend providing a Power Point Presentation in English, whatever is the language of your presentation, or in English and the language of your presentation, to facilitate the communication.

Participants are kindly requested to save the presentations on a USB stick (also in PDF format) to ensure a secure and fast connection. Please note that Apple machines are not compatible with our IT system.

CHAIRS: chairs are asked to give the floor to speakers and briefly introduce them (name and institutional affiliation is sufficient). Chairs are asked to check the respect of time. Please remember the respect of schedule is crucial for the smooth functioning of the Conference. Chairs also moderate the following debate.

We recommend that the discussion takes place after all the speakers have presented their papers. Chairs are kindly asked to check the schedule in the programme before hands.

ON-LINE GENERAL INFORMATION

To ensure that ISCHE 44 runs smoothly, presenters are asked to prepare a 10-minute video or PowerPoint presentation with audio. All on-line sessions will be required to use the pre-recorded videos. There is no limit as to how many participants can join a session. More technical information will follow soon. The ZOOM access will be sent by mail to the participants.

TECHNICAL ASSISTANTS

A technical assistant will be present to help you. The technical assistant will be the host of the Zoom session; he or she will make sure that session chairs and presenters become active co-hosts of the session. The technical assistant will admit participants, start the pre-recorded videos, admit any newcomers, and will help participants solve Internet connectivity issues.

CHAIRS

At the beginning of the on-line session

Please make yourself available five minutes before the session starts.

Start the session on time, welcome the audience, and communicate the following information:

- Ask participants to mute their microphones unless you ask them to speak up.
- Encourage everyone to keep their camera on to increase the sense of community.
- Encourage participants to put their names in the chat if they would like to ask questions. The chat is open for questions once the session has started. During the discussion, the chair will follow up on the list of names that appear in the chat.
- Ask participants to keep their questions short and respect the timeframe of the session.

During the session:

- Briefly introduce the speakers (name and institutional affiliation is sufficient).
- Moderate the discussions that emerge during the session.
- During the paper presentations, please keep track of the names of the participants appearing in the chat.
- During the discussion, presenters will answer questions live. In case of technical issues, ask participants to write their questions directly in the chat.

At the end of the session:

- When the session is scheduled to end, please announce that it is time to wrap up the session.
- To ensure that the next sessions will be able to start on time, we urge you not to exceed the scheduled session time by more than five minutes.

If you have any further questions, please do not hesitate to contact us at ische44@ische.org

