

Guidelines for Participants, 6 June 2008

Dear colleague,

We take it as very promising for the upcoming WISC conference that participants have started to inquire about the procedure for submitting and presenting papers. As some participants will experience a major international conference for the first time in Ljubljana, many will presumably find the following guidelines useful.

Assignment of panel chairs and discussants

You may have been assigned panel chair and/or discussant. Please browse the programme – version 6 June - to check for such possible assignments. In case you would prefer not to function as a chair and/or discussant, please let us know as soon as possible: wisc@ps.au.dk

Panel Chairs

Your task is crucial to ensuring a successful panel. First, you should introduce each paper giver in turn, mentioning their name, affiliation, and paper title. It is customary that the panelists follow the order of presentation as listed in the programme. Second and most importantly, you are in charge of timing, essentially keeping paper-givers to time. Each presentation can be allowed up to 12 minutes speaking time. In order to be fair to the other presenters, and to the audience, it is crucial that speakers be required to meet this time limit, with perhaps 2-3 minutes (maximum!) grace period. After the discussant's comments, you should open the floor for questions from the audience. You may add a question or comment of your own if you are so inclined.

Panelists

You should plan your presentation to adhere to the 12-minute time limit for presentations. This means that it will be impossible for you to read an entire paper to the audience. The customary method for paper-givers is to deliver a presentation of waypoints or line of argument. Hence, it is the overall structure of the paper and the main parts that you will be able to present.

Before the conference, please allow sufficient time for the discussant to read and prepare comments. In operational terms this means that you should upload your paper at least two weeks before the conference starts, i.e., regard 9 July as the deadline for upload (concerning upload procedure, you will receive a separate email). In any case, do not expect your paper to be discussed if it is uploaded shortly before the conference.

Most conference papers are approximately 8000 words, i.e., plus/minus 2000 words

In all rooms that will be used for panels, you will find an overhead projector and power point facilities.

Discussants

You have the task of reading the panelists' papers in advance and preparing comments about them. Discussants often aim to do two things in their presentations. First they draw together

similar/different theme threads among the papers, thus providing a nice conclusion to the presentations and some stimuli for audience questions and discussion. Second, they provide comments on each paper, to clarify any confusion, make suggestions, and to generally help authors to make changes that will help them improve their papers for potential publication in the future. These comments should be confined to a 15-minute maximum time limit, though they might be shorter to maximize audience discussion.

Knud Erik Jorgensen
Programme Chair