EAPRIL 2024 – CHAIR GUIDELINES

For all sessions chairs have three key responsibilities. Firstly, the chair is responsible for **introducing the presenter(s)** to the audience. This can be very short. Please check with your presenters beforehand which information to give. Secondly, the chair needs to **keep track of the time** and ensure that everyone respects the timing. Please be very strict on the timing so that everyone has an equal opportunity to present their work. Finally, the chair is an **enabler of interaction and discussion**. This is a very important task, so please foster the discussion actively.

Please note that, for poster sessions specifically, the chair also has the responsibility to remind attendees to vote for the Best Poster Award using a QR code, which will be displayed in the session room.

You can find more specific details for the different session types below:

1. PRESENT & DISCUSS

Three presentations are scheduled together in a *90-minute session* based on similarities in topic, methodology and/or objectives. Each presenter is given 15 minutes presentation time followed by 10 minutes for questions and discussion. At the end of all presentations, a 15-minute collective discussion is organised by the chair.

2. SYMPOSIUM

A symposium is scheduled for *90 minutes*. Each presenter will get 15 minutes to present his/her research. After all presentations, the discussant has 15 minutes to present his/her reflections on the preceding presentations and to introduce one or two general statements to the delegates. After these contributions, a general 30 minutes discussion is organised to discuss the theme of the symposium and the related statements in-depth.

3. CASE STUDY

Case studies are scheduled for *90 minutes*. Within one session two thematically linked case studies will be presented. Each practitioner is offered 20 minutes to present his/her case followed by 25 minutes that are dedicated to an in-depth discussion with the audience.

4. POSTER

Poster sessions are scheduled for *90 minutes*. Each presenter will be given 3-5 minutes to present his/her poster. Afterwards, the delegates have time to ask questions or start an in-depth discussion with the presenters. Materials for fixing posters on the walls or poster boards will be provided. Finally, a general discussion (10-15 minutes) will take place in which the main ideas, conclusions and directions for future research and practice are discussed.

5. ROUNDTABLE

Two submissions are scheduled together in a *timeslot of 90 minutes*. Each presenter will get 15 minutes to outline the main ideas and objectives of the project, as well as to propose 1 or 2 questions that he/she wishes to focus on. This is followed by a 30-minutes discussion per research project.