



EAPRIL 2021

24-26 NOVEMBER 2021 // ONLINE EVENT

"LEARNING IN THE AGE OF
INDUSTRY 4.0"



EAPRIL2021 – CHAIR GUIDELINES

For this online conference, the role of the chair is critically important in ensuring an engaging and participatory experience for everyone. For all sessions, chairs have two key responsibilities:

- Firstly, 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. This is particularly important in an online environment as too much listening to presentations may become both tiring and less engaging. Every session type has time allocated for discussion and it is important to ensure this occurs. You can use the mute function to stop a speaker who has gone over time.
- Secondly, the chair is **an enabler of interaction and discussion**. This is a very important task, so please foster the discussion actively. Be creative about the range of ways in which you can facilitate discussion in an online environment: using the chat function to capture questions; using tools such as Padlet or Mentimeter to generate initial thoughts and responses; using breakout rooms for more sustained discussion in session types where more time is allocated for discussion.

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



1. PRESENT & DISCUSS



Present and Discuss Sessions are scheduled for 90 minutes and allow presenters to present their research and findings in an in-depth manner. These presentations are individually submitted and have already data and results to present. Two or three presentations are scheduled together 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 10-minute collective discussion is organised by the chair.

2. SYMPOSIUM



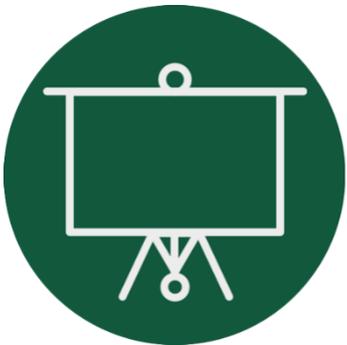
Symposia provide an opportunity to present research on one topic, often from multiple perspectives, compiling a coherent set of papers for discussion. Symposia sessions are directed by a chair, involving three presenters and one discussant. Each presenter will get 15 minutes to present his/her research. 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-minute discussion is organised to discuss the theme of the symposium and the related statements in-depth.

3. CASE STUDY



In a *case study*, practitioners are invited to present a case from practice. A research component can be added to this session, but this is not a required condition. Instead, the floor is given to practitioners who wish to share their experiences when designing, implementing, or evaluating a practice in class / school / college / university / workplace. In this format there is more time for reflection and in-depth discussion about the case via a hand-on approach. 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. A poster communicates the main ideas, objectives, results, and conclusions of an ongoing research project. 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. 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. *A roundtable session* focuses on unfinished or starting projects. In other words, the projects don't have to have actual results. This type of session will not be set-up as a formal presentation but rather as a talk between colleagues. No formal presentation by means of a slideshow presentation is expected. Instead, a 1 page screenshot is advised for the participants of your session that summarises the main ideas and questions central in the discussion. 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.