



Toward a Fit For Future UN System

24-26 June 2021

**Guidance for Chairs, Moderators, Discussants,
Paper Authors, and Roundtable Participants**

Basic Procedures for Roundtables and Working Paper Panels (“Panels”):

- Each roundtable or panel will run a total of 75 minutes.
 - Please limit each individual presentation to approximately 10 minutes or fewer (depending on the number of others in the session).
 - Plan to reserve approximately 30 minutes for Q&A (Questions and Answers) after the presentations.
- Chairs will keep time.
- Everyone with a speaking role should arrive 10 minutes prior to the start of the session. (Please note that any conversations during this time may be heard by others on the Zoom.)
- Each roundtable and panel will have a Host for technical support.

Roundtable and Panel Chairs:

- Chairs are responsible for managing the discussion and time during panels and roundtables.
- For panels, the primary responsibility is to keep track of time, and to manage the questions about working papers posed by the discussant and audience members.
- For panels, please ask working paper authors to share their papers with the discussant one week before the conference.
- For book roundtables, please remind authors to share their manuscripts with the panelists as soon as possible.
- For thematic roundtables, in addition to keeping time and managing the Q & A, chairs are expected to present the discussion theme and facilitate debate between panelists.
- Please introduce everyone very briefly at the start of the session.
- Try to assure equal time for presenters.
- Moderate the chat line for questions.
- Keep in contact with the Host in case any technical/Zoom or other issues arise.

Plenary Moderators:

- Moderators manage the plenary sessions.
- Please prepare questions ahead of time in order to facilitate the conversation.

- Please keep track of time, and manage the Q & A.

Discussants:

- Discussants are responsible for reading working papers in advance, and for providing feedback during the conference.
- Discussants should receive papers from authors one week in advance of the panel date so that they can prepare.
- Discussants prepare notes and questions ahead of time for each paper.
- Questions to consider:
 - What are the strengths of the paper?
 - In what ways can the author improve the overall argument, theory, and/or evidence?
 - How do the papers on the panel relate to one another?
 - Note if the topic relates to the overall theme of the Conference.

Paper Authors:

- Paper authors present research in progress.
- Presentations should be limited to 10 minutes per author or group of co-authors.
- If you have a power point presentation, please make sure you can run through your slides in 10 minutes. In general, the fewer words per slide, the better.
- Authors should email working papers to the discussant one week before the date of the presentation.

Roundtable Participants:

- Participants on a roundtable are individuals invited to discuss a certain theme or book.
- Book authors are included as roundtable participants.
- Please limit your comments on the theme or book to approximately 10 minutes (depending on the number of other participants on the roundtable).

Tips for authors and roundtable participants:

- Do not present the entirety of the work or theme; only highlight the key points/argument/evidence.
- Create an outline to help organize main points.
- Practice presenting in the 10-minute time frame.
- Refer to Zoom Guidelines on how to Share Screen to present power point or other visuals.
- If preparing visuals, use words and charts sparingly; use a font and font size that are not difficult to read (standard fonts are Arial, Times New Roman, Calibri, minimum font is generally 18 pt).

Please remember to be kind to all.