

## Dear competitive session chair,

Thank you for agreeing to serve as a competitive session chair at the upcoming EIBA 2024 conference. Your participation is critical for the success of the conference. The purpose of this briefing is to offer suggestions on how to chair your session, based on the experience of past conferences.

Session chairs are particularly important as they function both as chairs and discussants, under the title of 'Session Chair'. Some sessions have dedicated 'Discussants'. While the session chair is not expected to act as a pure discussant, it helps if you can initiate discussion and provide some integrative or manuscript-specific comments following the session presentations. This can be done effectively by directing the conversation to common themes that cut across the individual presentations, while encouraging the audience to formulate their own questions.

Below are some key recommendations:

### 1 Get acquainted ahead of time with the people in your session

As session chair, you should contact each presenting author in your session in advance of the conference. For a listing of the participants in your session, and for an e-mail address of the presenting author, please log in to the conference website <https://www.conftool.org/eiba2024/> and choose:

#### **[Information for Session Chairs and Moderators](#)**

Here you can access details about the sessions moderated, discussed, or chaired by you.

The whole Academic Programme is available here:

<https://www.conftool.org/eiba2024/sessions.php>

Please check the date and time of your session and make sure you save it in your calendar. As a registered Conftool user, when logged in, you see the emails of the presenting authors (click on 'Show Metadata') and you can save the session information under 'My Agenda' and/or export it to your mobile calendar.

### 2 Encourage the circulation of the papers in your session ahead of time

Please encourage everyone in your session to circulate the papers to each other and read them before the conference, at the very latest, on the flight to the conference. This way, each participant can attempt, in their presentation, to link their papers to the other presentations for a more cohesive and stimulating session. Separate guidelines to the authors for all the sessions are available at the

EIBA conference website <https://eiba2024.eiba.org/conference-paper-guidelines/>, but feel free to email them any additional or specific instructions, as the sessions do differ in length, numbers of participants, purpose and content.

### 3 Order of presenters

Unless there is a problem such as clash in schedule, please keep to the order of papers, as outlined in the official programme. We ask each presenter to remain in the session in which they are presenting for the entire scheduled time, in courtesy to the other speakers and to ensure a more coherent session.

### 4 Manage the session time

All sessions are one hour and fifteen minutes (75 minutes, except the last one on Saturday which is 90 minutes, please check the programme). Competitive sessions have 3-4 presentations, most sessions have 4. The session chair may offer integrative comments at the end of the presentations, some of the sessions have dedicated discussants who will kick-start the discussion. Please give the audience sufficient time to ask questions as well. We recommend to take questions immediately after each presentation. A good general rule for managing the time of the 75-minute session is as follows, which leaves ample time for discussion:

- Three papers: 17 minutes per paper
- Four papers: 13 minutes per paper
- Five papers: 13 minutes per paper (For the last 90 minutes session on Saturday, you can use this)

Timing will be tight. Please enforce the time limits we have proposed. Do not allow a speaker to run on and take time away from the speakers that follow, or from the feedback that they themselves will receive. Please avoid a situation in which the session time has expired, but your session has not ended yet. Watch the clock to ensure that everyone gets their fair share of the time, and the session can be concluded in good order.

Carry your watch with you or use your mobile phone timer, and two or three single sheets of paper. You can flag up when speakers have 5 minutes left, when they have 2 minutes left, and when their time is up. Tell the speakers ahead of time to watch for these sheets, and that you expect them to stop when the STOP sign is held up. When in doubt about the time, err in favor of Q&A from the audience.

Finally, if a presenter becomes defensive about comments they receive, try to intervene, and move the discussion in another direction. Presenter defensiveness adds little to the discussion and only reduces time available for feedback to the authors, which is the purpose of the session. If they wish to continue the

discussion, invite them to do so informally following the session or during one of the breaks.

## 5 How to start a session

As chair, it is up to you to start the session. There are four basic tasks:

- i. Arrive early in the room where the session is held and have a USB memory stick with you.
- ii. Invite all presenters to upload their slides on the desktop of the computer in the room before the start of the session.
- iii. Start on time. This can be challenging, especially when participants may arrive late. But it is important to start on time, even if others join the session late.
- iv. Introduce the topic and the speakers. The whole introduction should take no more than 2 minutes. Aim to set an informal first-name tone from the start of the session.

## 6 Audio-visual equipment

Computers and computer projectors will be available in all rooms. Therefore, authors need to bring their presentations in the form of a PowerPoint file on a USB memory stick. Remind the authors of the presentation time.

## 7 Other suggestions

Meet the participants of your session 5-10 minutes before the session starts so that everyone can be introduced, the equipment can be checked, and most importantly - so that presentations can be uploaded on to the computer in the room ahead of the start of the session. You may wish to also use this time to remind them of the time limits they have, and what your role will be in maintaining order in the session.

It also helps to give your session members your email/mobile telephone number where you can be reached should an emergency occur. If an unwelcome emergency does occur, please let your session members know as soon as possible, and adjust the plans. Please be prepared for the unexpected!

## 8 No shows

EIBA follows the “no show” policy to maintain the integrity and quality of the conference. This policy requires that at least one author of each manuscript listed in your session must register, attend, and present at the designated session. Please, inform us if a paper was not presented at your session. At the end of your session, please report any “no shows” via email to [eiba2024@aalto.fi](mailto:eiba2024@aalto.fi). Similarly, if for any

reason you cannot present your paper, please inform both your session chair and the EIBA organizing team in advance of your session.

We very look forward to seeing you at EIBA in Finland!

EIBA 2024 conference organisers

EIBA 2024

50th Conference of the European International Business Academy

Rethinking IB Research for the Next 50 Years

December 12-14, 2024 • Aalto University, Finland

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