Dear interactive session chair,

Thank you for agreeing to serve as a session chair for an interactive session at the upcoming EIBA conference in Finland. Your participation is critical for the conference success. 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 especially important for interactive sessions where papers are presented and discussed in a roundtable format. Please plan and run the session in a way that ensures a meaningful conversation across the individual presenters. We suggest starting the session with a brief introduction of the papers included. Interactive sessions have 5-7 papers. No formal PowerPoint or overhead presentation will be allowed. We have instructed the presenters to prepare an oral presentation of no more than 3-5 minutes to briefly outline the main ideas and key contributions of their paper. As an option, presenters have also been encouraged to create a ONE-page Executive Summary, or a ONE-page slides handout (e.g., showing no more than six slides), of their paper and circulate these to the other participants of the session. This procedure aims to facilitate valuable and ample discussion among all presenters, the chair, and other attendees, following each presentation.

As chair, please make every effort to achieve this objective. Ideally, the presentations should be structured as a conversation (i.e., short interventions and highly interactive), not as a sequence of monologues. The task is not easy, and we are grateful to you for agreeing to be a session chair for an interactive session. Below are some key recommendations to help you succeed in this task:

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 and ask them to send share this information with their co-authors. 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. Remember to refresh the academic programme webpage regularly. To download papers and to access email information of the presenting authors please login to the system. When logged in, you see the emails of 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 a one-page executive summary or one-page slides handout.

As noted above, presenters are encouraged to create a ONE-page Executive Summary, or a ONE- page slides handout (e.g., showing no more than six slides), of their paper, to share with the other participants. Please, send an email to the presenters of your session and ask them to distribute their summary or handout among all the participants. You can see the emails of participants when logged into Conftool using your user credentials
https://www.conftool.org/EIBA2024/sessions.php

Please encourage everyone in your session to read all the summaries or handouts before the conference. In this way, each participant can join the discussion in an informed way for a more cohesive and stimulating session. We have shared separate guidelines with the authors for all sessions 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 a clash in schedule, please keep to the order of papers, as outlined in the official programme
https://www.conftool.org/EIBA2024/sessions.php.
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

Computer projectors will not used; instead handouts will be the main visual aid used during the presentations.

All sessions are one hour and fifteen minutes (75 minutes except the last one which is 90 minutes, please check the conference programme). As mentioned already, for interactive sessions, each presenter should give an oral presentation of no more than 3-5 minutes to briefly outline the main ideas and key contributions of their paper. You need to hold presenters strictly to this time limit to foster substantive discussion and feedback on each paper. Please initiate discussion on each paper immediately after each presentation. This will help ensure fairness to

each author in terms of the time devoted to their paper. The total amount of time for each paper in aggregate (presentation and comments) should be no more than about 10 minutes where there are 7 papers.

Time will be tight so please enforce the time limits on presentations. 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 on time.

In addition, please discourage presenters from responding during the session itself to the comments they receive. Such comments may be defensive, add little to the discussion, and merely reduce the time available for further feedback to the author, which is the purpose of these sessions. If they wish to continue discussion, they can do so informally later after the session or during the breaks.

Some groups are very interactive. As session chair, you should focus on ensuring that each paper receives comments from the other presenters and/or the audience but does not exceed its allotted time. Alternatively, some groups are reserved. In such cases, please be prepared to step in and ask a question to initiate discussion on the papers. The aim is to allow all interested parties to comment, and for no individual (whether chair, presenter or audience member) to dominate the discussion.

5 How to start a session

As chair, it is up to you to start the session. There are two basic tasks:
   i.   Start on time. This can be challenging, especially if participants arrive late. But it is important to start on time, even if others join late.
   ii. 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

In the interactive session you will not be needing audio video equipment. The authors are not expected to make a formal presentation, and as such they should not expect to find a computer or a projector (even if it is available in the room).

7 Other suggestions

Meet the participants of your session 5-10 minutes BEFORE the session starts so that everyone can be introduced, handouts can be distributed, and you have a

chance to tell them how you wish to conduct the session. Please try to do this before the session starts, to avoid having to do this in the time of the session itself.

It also helps to give your session members your email/mobile telephone number where you can be reached should an emergency occur. If that unwelcome emergency does occur please let your session members know as soon as possible, and make other 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. 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
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Rethinking IB Research for the Next 50 Years
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