Submission guidelines for Organised Sessions

Your organised session can take one of several formats (**Organised Paper Session, Organised Panel Session, Oxford Style Debate and Lightening Talks**).

Specific Guidelines are provided for each of these four Organised Session formats:

- OS1: Instructions for Organising an **Organised Paper Session**
- OS2: Instructions for Organising an **Organised Panel Discussion** Session
- OS3: Instructions for Organising an **Oxford-Style Debate** Session
- OS4: Instructions for Organising a **Lightning Talks** Session

These specific guidelines for Organised Sessions provide details on how the chosen format should proceed, suggestions for the number of contributors and timing for the various parts of the chosen format.

Please consult these specific Guidelines before deciding which format is appropriate for your Organised Session proposal.

Your organised session submission should include the following **necessary information**, which you are required to submit directly in the ConfTool submission system (there is no need to create an additional document for uploading):

– Format of the organised session: (select from the predefined list above)
– Logo of the Congress
– Title of the proposed organised session
– Organiser(s): name, affiliation, contact details
– Motivation for the proposed organised session (max. 500 words): extended abstract describing the rationale, originality, contribution to the advancement of knowledge, and relevance of the organised session
– Keywords (max. 5)
– Chair(s) (max. 2): name, affiliation, contact details
– Necessary information for each contributor:
    o Name, affiliation, contact details
    o Title of the contribution, where appropriate
    o Description of the contribution (max. 200 words)
    o Discussant(s) if appropriate: name, affiliation, contact details
    o Time allocation (max. 100 words): short description of the time allocated to the different parts of the organised session (e.g., introduction, presentations, discussion)
– Type of target audience (max. 100 words): short description of the targeted audience (e.g., academics, business, policymakers, NGOs)
– The full proposal should be limited to 1000 words.
– Please use a serif font type such as "Times New Roman", font size 12, line spacing of 1.5 lines, and normal margins (2.5 cm on all sides).
– For referencing, please refer to the style of the *European Review of Agricultural Economics*. Collect references at the end of the manuscript.

Instruction for different forms of Organised Session

OS1: Instructions for Organising an **Organised Paper Session**

1. Session Overview

Duration: 90 minutes

Format: Moderated discussion with multiple written papers followed by Q&A with the audience.

Theme: Specify a common theme

Contributors: 3-5 experts in the field.

Moderator: Appointed to manage the session and facilitate discussion.

2. Pre-Session Preparation

Contributor Selection and Coordination

- **Identify Contributors**: Choose 3-5 experts whose work is relevant to the session theme.
- **Confirmation**: Send invitations and get confirmations from the selected Contributors.
- **Guidelines**: Provide Contributors with guidelines on the structure and focus of the discussion, and any specific questions or topics to be covered.
- **Briefing**: Schedule a briefing with the Contributors to discuss the session flow, expectations, and key points of interest.

Moderator Preparation

- **Preparation**: The moderator should prepare a list of questions and topics to guide the discussion and be familiar with the Contributors' backgrounds.

3. Session Flow (Recommended Timings)

Role Clarification:

The moderator will introduce the Contributors, pose questions, manage the discussion, facilitate the Q&A and ensure smooth transitions.

Introduction (5 minutes)

- Moderator welcomes the audience and provides an overview of the session format.
- Introduce the theme and objectives of the session.
- Introduce the Contributors, highlighting their expertise and relevance to the theme.

Presentation of papers (60 minutes)

- Each Contributor is allocated **10 to 15** minutes to share their perspectives and insights.

Audience Q&A (20 minutes)

- Moderator opens the floor for questions from the audience.
- Encourage audience members to direct their questions to specific Contributors or all of them.
- Ensure that a diverse range of questions is addressed and manage time to allow for as many questions as possible.

Closing Remarks (5 minutes)

- Moderator summarises key points and takeaways from the discussion.
- Thank the contributors and the audience for their participation.
- Provide any closing remarks or announcements related to the conference.

4. Additional Tips

Engagement: Encourage Contributors to engage with each other's points and maintain a dynamic and lively discussion.

Neutrality: Ensure the moderator remains neutral and facilitates a balanced discussion.

Time Management: Keep a close eye on time to ensure each segment of the session runs smoothly.

Preparation: Ensure all technical equipment is tested and working before the session begins.

OS2: Instructions for Organising an **Organised Panel Discussion** Session

1. Session Overview

Duration: 90 minutes

Format: Moderated discussion with multiple panellists followed by Q&A with the audience.

Theme: Specify the common theme

Panellists: 3-5 experts in the field.

Moderator: Appointed to manage the session and facilitate discussion.

2. Pre-Session Preparation

Panellist Selection and Coordination

– **Identify Panellists**: Choose 3-5 experts whose work is relevant to the session theme.
– **Confirmation**: Send invitations and get confirmations from the selected panellists.
– **Guidelines**: Provide panellists with guidelines on the structure and focus of the discussion, and any specific questions or topics to be covered.
– **Briefing**: Schedule a briefing with the panellists to discuss the session flow, expectations, and key points of interest.

Moderator Preparation

– **Preparation:** The moderator should prepare a list of questions and topics to guide the discussion and be familiar with the panellists' backgrounds.

3. Session Flow

Role Clarification:

– The moderator will introduce the panellists, pose questions, manage the discussion, facilitate the Q&A, and ensure smooth transitions.

Introduction (5 minutes)

– Moderator welcomes the audience and provides an overview of the session format.
– Introduce the theme and objectives of the session.
– Introduce the panellists, highlighting their expertise and relevance to the theme.

Panel Discussion (60 minutes)

– Moderator poses initial questions to the panellists to start the discussion.
– Encourage each panellist to share their perspectives and insights.
– Panellists may use pre-prepared slides to support their perspectives
– Facilitate interaction among the panellists, prompting them to respond to each other's points.
– Ensure a balanced discussion by giving each panellist equal opportunity to speak.

Audience Q&A (25 minutes)

– Moderator opens the floor for questions from the audience.
– Encourage audience members to direct their questions to specific panellists or the entire panel.
– Ensure that a diverse range of questions is addressed and manage time to allow for as many questions as possible.

Closing Remarks (5 minutes)

– Moderator summarises key points and takeaways from the discussion.
– Thank the panellists and the audience for their participation.
– Provide any closing remarks or announcements related to the conference.

4. Additional Tips

Engagement: Encourage panellists to engage with each other's points and maintain a dynamic and lively discussion.

Neutrality: Ensure the moderator remains neutral and facilitates a balanced discussion.

Time Management: Keep a close eye on time to ensure each segment of the session runs smoothly.

Preparation: Ensure all technical equipment is tested and working before the session begins.

OS3: Instructions for Organising an **Oxford-Style Debate** Session

1. Session Overview
- **Duration:** 90 minutes
- **Format:** Formal debate with opening statements, rebuttals, and closing statements
- **Proposition:** Specify the debate proposition
- **Teams:** Two teams (one for the proposition and one against)
- **Moderator:** Appointed to manage the session

2. Pre-Session Preparation
Identify Debaters: Choose two teams of 2-3 debaters each (one for the proposition and one against).

Confirmation: Send invitations and get confirmations from the selected debaters.

Guidelines: Provide debaters with guidelines on the structure and rules of the debate (e.g., time limits, rebuttal rules).

Moderator Preparation: Conduct a briefing session with the debaters and the moderator to go over the session flow and address any questions.

3. Session Flow (Recommended Timings)
Role Clarification:

- The moderator will introduce the debate, keep track of time, facilitate transitions between segments, and manage the audience Q&A.

Introduction (5 minutes)
- Moderator welcomes the audience and provides an overview of the debate format.
- Introduce the proposition and the teams.
- Explain the rules and structure of the debate.

Opening Statements (20 minutes)
- Each team presents their opening statement.
  - Proposition team: 10 minutes
  - Opposition team: 10 minutes

Rebuttals (20 minutes)
- Each team presents their rebuttal.
  - Proposition team: 10 minutes
  - Opposition team: 10 minutes

Audience Q&A (25 minutes)
- Moderator opens the floor for questions from the audience.
- Debaters respond to questions, alternating between the proposition and opposition teams.
- Ensure a balanced participation from both teams in responding to questions.

Closing Statements (10 minutes)
- Each team presents their closing statement.
- Opposition team: 5 minutes
- Proposition team: 5 minutes

Audience Vote and Summary (10 minutes)
- Moderator conducts an audience vote on the proposition before and after the debate to measure the shift in opinion.
- Summarise key points from the debate and announce the winning team based on the vote shift.
- Thank the debaters and the audience for their participation.
- Provide any closing remarks or announcements related to the conference.

4. Additional Tips
- Time Management: Strictly adhere to the time limits to ensure a smooth and timely session.
- Engagement: Encourage debaters to prepare well and engage the audience with compelling arguments.
- Neutrality: Ensure the moderator remains neutral throughout the debate.
- Documentation: Record the session, if possible, for future reference and analysis.

OS4: Instructions for Organising a **Lightning Talks** Session

1. Session Overview
– **Duration:** 90 minutes
– **Talk Duration:** 7 minutes each
– **Number of Talks:** Up to 5
– **Theme:** Specify the common theme here
– **Format:** Short talks followed by Q&A and open discussion
– **Moderator:** Appointed to manage the session

2. Pre-Session Preparation
Speaker Selection and Coordination
– **Identify Speakers:** Choose up to 5 speakers whose research/role aligns with the session theme
– **Confirmation**: Send invitations and get confirmations from the selected speakers
– **Guidelines:** Provide speakers with guidelines on the structure and focus of their talks (e.g., clarity, conciseness, relevance to the theme).
– **Presentation Submission:** Ask speakers to submit their presentations to the Moderator at least one week before the Congress.

Technical Setup
– **Equipment:** Ensure the availability of a laptop, projector, microphone, and any other necessary AV equipment.
– **Presentations:** Load all presentations onto a single laptop to minimise transition time between talks.
– **Timer:** Arrange a timing device visible to both the speakers and the moderator to enforce the 7-minute limit.

Moderator Preparation
– **Speaker Briefing:** In advance of the Sessions, the moderator should conduct a briefing session with the speakers and the moderator to go over the session flow and address any questions (Ideally this briefing could take place online in advance of the Congress).

3. Session Flow (Recommended Timings)
Role Clarification:
– The moderator will introduce each speaker, keep track of time, facilitate the Q&A, and manage the open discussion.

Introduction (5 minutes)
– Moderator welcomes the audience and provides an overview of the session.
– Briefly introduce the theme and the purpose of the Lightning Talks.
– Introduce the first speaker.

Lightning Talks (40 minutes)
– Each speaker presents for 7 minutes
– The moderator thanks the speaker and introduces the next one immediately. Allow 1 minute for each change of speaker.

Q&A and Open Discussion (45 minutes)
– Moderator opens the floor for questions from the audience.
– Encourage questions directed at specific speakers or general questions related to the theme.
– Facilitate an open discussion, encouraging audience participation and interaction with the speakers.
– Ensure a balanced discussion, giving equal opportunity for all speakers to respond.

Closing (5 minutes)
– Moderator summarises key points from the talks and the discussion.
– Thank the speakers and the audience for their participation.
– Provide any closing remarks or announcements related to the Congress.

4. Additional Tips
– **Time Management:** Strictly adhere to the time limits to ensure a smooth and timely session.
– **Engagement:** Encourage speakers to use engaging visuals and to practice their timing.
– **Feedback:** Consider collecting feedback from both the speakers and the audience to improve future sessions. (See suggested feedback questionnaire)