

## **CIG 2026 Paper and Poster Session Organisation**

### **Session preparation**

- Presenters are asked to be in the room at least 10/15 minutes prior to the start of the session with their presentation on a USB stick.
- Session chairs must ensure that all presenters upload their presentation slides to the desktop of the computer in the room prior to the start of the session to ensure a smooth transition between presentations.
- Prior to the session start time, the chair should convey to the presenters how and when they will give time signals during the presentation (see below).

### **Session timings**

- Presentations should follow the order given in the conference programme.
- Sufficient time should be allocated to each paper. Chairs should be prepared to adjust presentation timings at the last moment in case a presenter does not attend, as you may then be able to allow slightly longer for each paper.
- Each session is 90 minutes long and presenters have been instructed to plan for a 15 minute presentation. This must be strictly adhered to in sessions with 5 or 4 papers. Chairs of sessions with 3 papers may allow presenters up to 5 minutes extra time.
- Leave as much time for discussion as you can. Ideally, discussion should be held after everybody has presented; this allows for a rich conversation. If the papers are very thematically disparate, it may make more sense to invite questions after each paper, so that all presenters receive some feedback. This should be decided by the chair, checking with the presenters.

### **Timekeeping: Guidance for chairs and presenters**

- Chairs are responsible for timekeeping. Please ensure that sessions start on time, that presentations are timed and kept to time, and that the session finishes on time.
- The most important part of the role of session chair is keeping presenters to time. If one person goes over, they are taking directly out of the time of the other presenters, and that isn't fair.
- Chairs can indicate that time is running out by passing presenters a note; showing them a piece of paper with 5 minutes/ 2 minutes written on it (these will be provided in the room) or, if strictly necessary, by interrupting them. If presenters do not stop, you will need to be bold and ask them out loud to wrap

up. Even if they are much more senior than you, it is your professional obligation as well as theirs to keep to time.

### **Moderating the panel and discussion: Guidance for chairs**

- At the start of the session, you should welcome and make the audience feel comfortable as you introduce the session and outline how it will unfold.
- During the session, you will introduce each speaker by name. You should ensure you check the correct pronunciation of presenter names prior to the session.
- There is no need to introduce yourself or anyone else at length, unless they are a special invited guest from outside academia.
- In the Q+A discussion, if there are lots of questions, try to avoid asking any yourself, but try to think of some just in case the audience takes a while to warm up (or go silent very quickly).
- Sometimes the audience will be very excited about one presentation and ignore the others. It is appropriate for you to ask if there are questions for other presenters (and ask your own if there are not), even if there are remaining questions for the presentation that has already received questions.
- If an audience member or panellist begins to dominate the Q & A, you should thank that person for their contributions and then redirect the conversation to ensure all are able to participate.
- Always end the session by inviting the audience to thank the presenters (with a round of applause).

### **Poster presentations**

- If you are presenting a poster at the conference, this will take place on Thursday 7 May in the Dora Allman Room.
- We ask that you turn up to the Dora Allman Room at 8.45 on Thursday morning with your poster, where someone from the organising committee will assign you a poster board and help you set-up your poster.
- We ask that you stay with your poster for the first session in the morning from 9.00 until 10.30, to stand beside your poster and be available to discuss it with conference delegates who approach your poster with questions.
- The posters should remain on the poster boards in the room all day for delegates to view them at breaks in between sessions, but you are not expected to remain with your posters beyond the first morning session.
- You should collect your poster from the poster boards at the end of the day on Thursday, or early on the Friday morning. Any poster not claimed will be discarded.