

3rd Borneo Research Education Conference

5-6 November 2015 | Universiti Malaysia Sabah (UMS), Kota Kinabalu Sabah

Developing as a Researcher by Playing Scholarly Roles

Guidelines for Session Chairs

Please check the Conference Program Schedule to see which sessions have been assigned to you. It is a voluntary role. Please let us know in case you are not going to be available for chairing your session.

1. Be in the allocated room 10 minutes before the scheduled time. Start the session on time.
2. You should have a list of the presenters for your session. Please check if all presenters are present.
3. Please allocate about 15 minutes for each presenter (ensuring that there is enough time for discussion and feedback writing).
4. Ask the audience to pick up copies of the Presentation Feedback Form.
5. Invite presenters in order, announcing their name, institution, and research focus.
6. Use the bell to indicate time to the presenters.
7. Be strict about the ending time of each presentation (you can politely ask the presenter to conclude).
8. When the presentation ends, invite the Discussant to initiate a discussion.
9. Use the bell to indicate when the discussion should end.
10. Allow 5 minutes for everyone to finish filling in the Presentation Feedback Form.
11. Thank the presenter and invite the next presenter.
12. Ensure that all presenters have collected their feedback from the audience and also the written review from the Discussant (if any).
13. Finish the session on time.

Guidelines for Discussants

The Discussant roles have been generally allocated to those who have already reviewed the material being presented. If you have prepared a written review, please bring a hard copy with you. As a Discussant, your focus will be on initiating a constructive discussion on the topic just presented, ensuring that the presenter gets enough clear and useful hints for making progress in their research projects.

1. After the presentation is over, the Session Chair will invite you to initiate a discussion. Please start with a comment that would be reassuring to the presenter (validating his/her effort).
2. Also consider presenting your understanding of what the presenter is trying to do in his/her project (like a quick summary of the goals and methods of the project).
3. Invite constructive comments from the audience.
4. Please manage the interaction to make it effective and useful for all, within the timeframe.
5. If you notice anyone unable to present their ideas in a constructive way, please offer help.
6. If you see the presenter becoming overwhelmed or disturbed, please intervene and assist.
7. In closing the discussion, try to pick up some key points as a useful reminder to the presenter.
8. Hand over a copy of your written comments to the presenter (if any), with a vote of thanks.