

Guidelines for Mentors in the Emerging Researchers' Conference

Paper Session and Workshops

Firstly, thank you for agreeing to be a mentor (chair) of a paper session at the Emerging Researchers' Conference in Dublin. As a mentor you are one of our most valuable participants, and we hope you will take a little extra time to read these guidelines so that you become familiar with the procedures and can relax and enjoy the session you are chairing.

Things to do before the session

Please check that the session room has not changed (there will be a printed programme update issued in the Conference Bag and further announcements at the Conference Desk), and that you know where it is. Check that the equipment (computer, projector) is in place. If there is a problem, please contact one of the volunteers from the local organizing committee or the Help Desk.

Things to do during the session

Please verify that all of the presenters are present. Introduce yourself to the presenters and inform them in advance how much time will be allowed for their presentation (if there are 3 presentations in the session, 25 minutes to present with 5 minutes for discussion, if there are 4 presentations in the session, 15 minutes to present with 5 minutes for discussion). New this year are the Time Cards (more information on these below), please show them to the presenters and explain that you will be holding them up as necessary.

It is preferable that questions and discussion take place immediately after each presentation since the conference runs parallel sessions, and some delegates will wish to change rooms between presentations. Please keep to time and be firm when reminding speakers to stop.

If unfortunately some presenters fail to turn up at the session, please agree with the audience and other speakers how the extra time should be used (it may involve an earlier finish, a break, or allowing longer time for each speaker). Try to ensure that each speaker is given the same amount of time for the presentation and discussion of their paper.

Time Cards

As you know, it is very important to keep to the allotted time. **Please be firm when reminding speakers to stop.**

In order to assist you in helping the presenters keep to the allotted time, you will find a Time Card on the front table of the session room. This is a two-sided time card, one side is green with the information "5 Minutes" and the other side is red with the information "2 Minutes". Please hold these up as necessary.

At the end of the session

Please extend your thanks to the presenters at the end and encourage those who wish to engage the speakers in lengthy discussion to do so over coffee. Please make any announcements if requested and remind people of the next events on the programme.

Please complete the Session Return Slip (to be found and left in the red folder).

New at ECER 2016: The Session Return Slips have been simplified so that they no longer include any ranking of session quality. We will only be asking for information on which presentations were presented and the number of session participants and would very much appreciate your help in gathering this important and useful information.

Things to do after the session

Make sure that any equipment is safely stored to prevent any accidents. If you have time, please check the room for lost property and hand anything to the EERA Help Desk. Leave the Session Evaluation Form in the folder in the room.

Thank you!