

The Cambridge International Conference on Open and Distance Learning 2009

Information for Chairs of Parallel Sessions

This note provides some guidance to Chairs to ensure that sessions run to time and are as participative as the format of the sessions allows.

1. Timing: it is important that parallel sessions all start and finish at approximately the same time so please try to ensure that authors do not overrun on their allocated speaking time.
2. The parallel sessions last for 90 minutes and include two or three presentations. Please check your session and see how many presentations are included and ensure that no one presenter takes an unreasonable amount of time.
3. Presenters have been asked to restrict their introductions to one third of their allocated time (ie 10 – 15 minutes) and to encourage those attending to make active contributions. They may overrun this presentation time but it will help if you can remind them about times and also encourage active contributions from delegates.
4. Authors should be encouraged to take advantage of the fact that their abstract is available in print at the conference in the Book of Abstracts and that their full paper will be available on the website in advance. They have therefore been encouraged to avoid repeating what is already available in print/online and highlight issues for discussion.
5. It might happen that a speaker does not show up, and so please check before the session starts whether all those expected to speak have arrived and readjust the session accordingly.
6. Allow some time for questions and discussion. Whether you have the questions at the end of each presentation, or jointly at the end of the session, is your choice. It is helpful to have a question ready in case the audience is reluctant to ask the first question.
7. We would very much welcome your feedback on your session and will provide an appropriate form.

Roger Mills

For the Conference Team