

4th EMES International Research Conference on Social Enterprise

"If Not For Profit, For What? And How?"

University of Liege, Belgium · July 1-4, 2013

Guidelines for chairs and authors

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- Please arrive 10 min. before the beginning of the session to receive the instructions of the chair (order of the presentations, timing available, etc.) and to upload your presentation on the computer and ensure that it works properly.
- Please pay particular attention to complying with the timing assigned. This may vary depending on the number of presentations in your session: 10 min. (if 4 papers); 15 min. (if 3 papers); or 20 min. (if 2 papers). In order to help you, the session chair will have color cards to show you how much time remains. Please take this into account and stop when no time is left. If you do not stop, the chair is likely to interrupt your presentation – this is absolutely necessary to remain fair for the audience, for the other authors and to avoid any delay in the conference schedule. Thanks for your cooperation.

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- Please arrive 10 min. before the beginning of the session to ensure that all the presenting authors are there, to confirm the order of the presentations, to clarify the timing available to each author and the rules regarding the compliance with this timing (see below), and to check that all presentations are uploaded on the computer and work properly.
- Please ensure that the session starts and finishes on time. Hence, the session schedule must be set with as much details as possible.
- Please introduce each presenting author briefly before his or her presentation.
- A particular attention should be paid to the timing of each presentation. This may vary depending on the number of presentations in your session: 10 min. (if 4 papers), 15 min. (if 3 papers), or 20 min. (if 2 papers). We kindly ask you to be very strict on the respect of the timing. In order to help you, color cards will be given so that you can show the presenting author how much time remains. When no time is left, do not hesitate to interrupt the presentation – this is absolutely necessary to remain fair for the audience, for the other authors and to avoid any delay in the conference schedule.
- The discussions after the paper presentations should also strictly respect the schedule. People in the audience should ask focused questions and avoid long reactions. Your role is to remind the participants to keep this focus and also to ensure that as many as possible have the opportunity to ask their question. In the case no questions arise, or very few, you are invited to directly ask a question to the author.
- You must fill an evaluation form for each paper. This is very important in the process of the conference paper collection. Once filled, a staff member will collect the forms.

Thanks a lot for helping us to make this conference a success!