Guidance to Moderators of Oral Sessions

Feed the Future Legume Innovation Lab

Grain Legume Research Conference, Burkina Faso

13-18 August 2017, Laico Ouaga 2000 Hotel, Ouagadougou, Burkina Faso

The following information and guidance are for all persons who will be serving as moderators of either **Plenary** or **Concurrent Oral Sessions** during the conference.

1. Arrive approximately 20 minutes early to the designated room for the session (see conference program) to ensure that the INERA staff person responsible for the projection system has received and uploaded all the PowerPoint presentations for the particular session and that the microphone system is operational.

   (Note that all presenters of Oral Presentations have been asked to bring a memory stick with their PPt file to the technician operating the computer presentation system in Waongo 1 at the Laico Hotel **at least 30 minutes in advance of their session**; sooner is even better, however. Since these files will be compiled and distributed in memory sticks at the close of the conference on Friday, 18 August, and available on the LIL website, please ask them to use the following naming order for their file(s) to help the LIL MO organize them:

   authorlastname_brief title_BF2017 (for example, Widders_HistoryofLIL_BF2017).

2. Each session is organized around a **theme** that is central to the Feed the Future Legume Innovation Lab's research strategy and development outcome goals. The responsibility of the moderator is to briefly introduce the theme for the session and explain why it is important relative to grain legumes in developing countries. **Note that moderators are allotted a maximum of five minutes to make introductory comments.**

3. Please also be informed that all **Plenary Sessions** will begin with a **Lead presentation** on the selected theme. The Lead presenter will be allotted at total of 25 minutes for his or her presentation and questions. All the following presenters in the Plenary Sessions and all the presenters in the Concurrent Sessions are *only* allotted a total of 15 minutes, including time for one or two questions.

4. During the introductory period, the moderator should explain the following guidelines to the presenters.

   - Presenters should be mindful of and adhere to the allotted time for the oral presentations in the program (total of either 25 or 15 minutes) and try to allow time for questions.

   - For the 25-minute Lead presentations, authors should speak for no more than 20 minutes, allowing five minutes for questions and discussion.

- For the 15-minute presentations, authors should not speak for more than 12 minutes, allowing three minutes for questions.

- If authors speak for more than the suggested time, no opportunity should be provided for questions.

- Remind speakers that all presenters are required to stop and must sit down when their allotted time has passed (25 or 15 minutes) in order to respect other authors' rights to present their research results and to keep the session on schedule.

- Inform the presenters that you, as moderator, will be holding up colored signs to inform them when 5 minutes (green), 2 minutes (orange) and 1 minute (red) remain before they should stop speaking and respond to questions.

5. Introduce each presenter by reading the title of the paper, the name of the presenting author, and his or her institution.

6. Please adhere strictly to the schedule for the session as indicated in the program and use the colored time cards as necessary to keep speakers to their time allotment. **Remember that the moderator is responsible for and in control of the session.**

7. If a presenter doesn't show up at his or her appointed time, do not proceed to the next speaker in the program before his or her scheduled time. Doing so affects the overall time schedule that attendees are counting on as they move between sessions. Instead, use the free time as an opportunity for audience members to ask questions of the previous speakers, being sure to then start immediately at the next set speaker's appointed time.

   Starting a paper early, for whatever reason, will not only cause confusion but possibly prevent conference participants from hearing other papers in the session due to the unexpected schedule change.

8. Thank the speakers at the end of the session for their excellent research achievements and for their thought-provoking presentations. Encourage the audience to meet with the speakers individually if they have any follow-up questions or interest in future collaborations.