Detailed submission guidelines for Organised Sessions

OS1: Instructions for Organising an Organised Paper Session

1. Session Overview

Duration: 90 minutes
Format: Moderated discussion with multiple paper-based presentations followed by Q&A with the audience.
Theme: Specify a common theme
Contributors: 3-5 experts in the field.
Moderator: Appointed to manage the session and facilitate discussion.

2. Submission guidelines

- Title of the proposed Organised Session
- Organiser(s): name, affiliation, contact details
- Motivation for the proposed Organised Session (max. 500 words), describing: the rationale, originality, contribution to the advancement of knowledge, and the value added to have an Organised Session instead of individual paper contributions
- Keywords (max. 5)
- Chair(s) (max. 2): name, affiliation, contact details
- Necessary information for each contribution (max. 400 words per contribution):
    - **Name, affiliation, contact details** of contributors
    - **A problem statement**: detailing what issue(s) you are investigating.
    - **Research question(s) and objectives**: explaining what the research is trying to achieve, and which contribution(s) are made to the existing literature.
    - **Methods**: brief outline of the methodology.
    - **Data**: brief description of the data used in the research.
    - **Results**: outline of main results and conclusions.
- Time allocation (max. 200 words): short description of the time allocated to the different parts of the Organised Session (e.g., introduction, presentations, discussion)
- Type of target audience (max. 100 words): short description of the targeted audience (e.g., academics, business, policymakers, NGOs)
- For referencing, please refer to the style of the *European Review of Agricultural Economics*. Collect references at the end of each individual contribution.

3. Pre-Session Preparation

Contributor Selection and Coordination

- **Identify Contributors**: Choose 3-5 experts whose work is relevant to the session theme.
- **Confirmation**: Send invitations and get confirmations from the selected contributors.
- **Guidelines**: Provide contributors with guidelines on the structure and focus of the session, and any specific questions or topics to be covered.
- **Briefing**: Schedule a briefing with the contributors to discuss the session flow, expectations, and key points of interest.

Moderator Preparation

- **Preparation**: The moderator should prepare a list of questions and topics to guide the discussion and be familiar with the contributors' backgrounds.

4. Session Flow (Recommended Timings)

Role Clarification:
The moderator will introduce the contributors, pose questions, manage the discussion, facilitate the Q&A and ensure smooth transitions.
Introduction (5 minutes)

- Moderator welcomes the audience and provides an overview of the session format.
- Introduce the theme and objectives of the session.
- Introduce the contributors, highlighting their expertise and relevance to the theme.

Presentation of papers (60 minutes)

- Each contributor is allocated **10 to 15** minutes to share their perspectives and insights.

Audience Q&A (20 minutes)

- Moderator opens the floor for questions from the audience.
- Encourage audience members to direct their questions to specific contributors or all of them.
- Ensure that a diverse range of questions is addressed and manage time to allow for as many questions as possible.

Closing Remarks (5 minutes)

- Moderator summarises key points and takeaways from the discussion.
- Thank the contributors and the audience for their participation.
- Provide any closing remarks or announcements related to the conference.

5. Additional Tips

Engagement: Encourage contributors to engage with each other's points and maintain a dynamic and lively discussion.
Neutrality: Ensure the moderator remains neutral and facilitates a balanced discussion.
Time Management: Keep a close eye on time to ensure each segment of the session runs smoothly.
Preparation: Ensure all technical equipment is tested and working before the session begins.

OS2: Instructions for Organising an Organised Panel Discussion Session

1. Session Overview

Duration: 90 minutes
Format: Moderated discussion with multiple panellists followed by Q&A with the audience.
Theme: Specify the common theme
Panellists: 3-5 experts in the field.
Moderator: Appointed to manage the session and facilitate discussion.

2. Submission guidelines

- Title of the proposed Organised Session
- Organiser(s): name, affiliation, contact details
- Motivation for the proposed organised session (max. 500 words), describing: the rationale and the relevance of the panel topic, originality, contribution to the advancement of knowledge and current debates; the expected contribution to scientific exchange, policy dialogue, and/or stakeholder engagement; the complementarity of the invited perspectives.
- Keywords (max. 5)
- Chair(s) (max. 2): name, affiliation, contact details
- Necessary information for each contribution:
    - **Name, affiliation, contact details** of contributor
    - **Title or thematic focus** of the contribution
    - **Short biography** (max. 100 words)
    - **Position statement or contribution summary** (max. 300 words), outlining: the main argument, perspective, or experience contributed to the panel; the relevance to the overall panel discussion; the complementarity with the other panellists' contributions; the expected insights, implications, or discussion points generated.
    - **Role in the panel**, where appropriate (e.g., speaker, discussant, practitioner, policymaker, stakeholder representative)
- Time allocation (max. 200 words): short description of the time allocated to the different parts of the organised session (e.g., introduction, presentations, discussion)
- Type of target audience (max. 100 words): short description of the targeted audience (e.g., academics, business, policymakers, NGOs)
- For referencing, please refer to the style of the *European Review of Agricultural Economics*. Collect references at the end of each individual contribution.

3. Pre-Session Preparation

Panellist Selection and Coordination

- **Identify Panellists**: Choose 3-5 experts whose work is relevant to the session theme.
- **Confirmation**: Send invitations and get confirmations from the selected panellists.
- **Guidelines**: Provide panellists with guidelines on the structure and focus of the discussion, and any specific questions or topics to be covered.
- **Briefing**: Schedule a briefing with the panellists to discuss the session flow, expectations, and key points of interest.

Moderator Preparation

- **Preparation:** The moderator should prepare a list of questions and topics to guide the discussion and be familiar with the panellists' backgrounds.

4. Session Flow (Recommended Timings)

Role Clarification:

– The moderator will introduce the panellists, pose questions, manage the discussion, facilitate the Q&A, and ensure smooth transitions.

Introduction (5 minutes)
– Moderator welcomes the audience and provides an overview of the session format.
– Introduce the theme and objectives of the session.
– Introduce the panellists, highlighting their expertise and relevance to the theme.

Panel Discussion (60 minutes)
– Moderator poses initial questions to the panellists to start the discussion.
– Encourage each panellist to share their perspectives and insights.
– Panellists may use pre-prepared slides to support their perspectives
– Facilitate interaction among the panellists, prompting them to respond to each other's points.
– Ensure a balanced discussion by giving each panellist equal opportunity to speak.

Audience Q&A (25 minutes)
– Moderator opens the floor for questions from the audience.
– Encourage audience to direct their questions to specific panellists or the entire panel.
– Ensure that a diverse range of questions is addressed and manage time to allow for as many questions as possible.

Closing Remarks (5 minutes)
– Moderator summarises key points and takeaways from the discussion.
– Thank the panellists and the audience for their participation.
– Provide any closing remarks or announcements related to the conference.

4. Additional Tips

Engagement: Encourage panellists to engage with each other's points and maintain a dynamic and lively discussion.
Neutrality: Ensure the moderator remains neutral and facilitates a balanced discussion.
Time Management: Keep a close eye on time to ensure each segment of the session runs smoothly.
Preparation: Ensure all technical equipment is tested and working before the session begins.