



XXVII IUSSP International Population Conference
XXVII^e Congrès international de la population (UIESP)
Busan, Korea ▸ 26-31 August 2013

Information for Chairs, Authors and Discussants

Please find important information for all participants presenting in a regular or plenary session.

Sessions and speaking times

Sessions will be facilitated by an appointed chair and will include 4 presentations, followed by discussion from the floor, possibly introduced by a discussant.

Sessions are **90 minutes in length** and time for speakers is limited. **Authors** are given no more than **15 minutes to present their papers**. Approximately, **5 minutes is allocated to the chair** to introduce speakers and **10 minutes is provided to the discussant** if there is one present, leaving **15 minutes for discussion with the audience**. If there is no discussant, the chair may allocate more time for questions and answers with the audience. In sessions with 3 papers the chair may decide to give speakers more time but authors should prepare their presentation with the assumption that it must be delivered in 15 minutes.

PowerPoint and other presentations

All session rooms are equipped with a master computer which will be used for all presentations. Presenters are not permitted to use their laptop computers when presenting nor can they upload PowerPoint presentations or other types of presentations in the session room. **All presentations must be delivered to the Preview Room at least the night before the session on a USB key, CD and/or DVD.** Any questions about presentation files should be addressed to the technical staff in the Preview Room.

The Preview Room is located in Room 208-1 in the Convention Hall on the 2nd floor and is open between 07:30 and 20:30 from 25 to 30 August; and between 07:30 and 13:30 on 31 August.

Role of the Chair

Chairs are expected to make sure the session starts on time and that all speakers remain within the time allotted for their presentation. The Chair introduces the speakers and moderates questions and answers with the audience. If there is no discussant, the chair may serve as discussant. Prior to the session, chairs should verify that all speakers will be present and contact the steering committee at busan2012@iussp.org to add replacement papers if necessary. The Chair may also be asked to complete a survey on session attendance which will be provided in Busan.



Role of the Discussant

Discussants critically evaluate the research papers presented in the session. Discussants should be brief in their comments and focus on the papers presented in the session. Discussants can access the papers at <http://www.iussp.org/event/17/programme#theme> .

Author Responsibilities– making your paper available to Chair and Discussant

Authors are responsible for making sure the chair and discussant can access the paper in advance of the conference and should upload the final paper to the website by logging in to the IUSSP website, going to the International Population Conference page, and clicking on the paper title on “My Dashboard”. Authors should upload their papers **no later than 15 August** so that the session chair and discussant have time to read the papers before the session. Presentations can also be sent to the chair and discussant by email. Emails for all participants in the session can be accessed by clicking on the participant’s name in the online Conference Programme.

If for any reason a participant is unable to attend the conference, please be courteous to fellow participants in the session by notifying the chair, discussant, and busan2013@iussp.org.

Simultaneous Interpretation

Simultaneous interpretation is available for French to English interpretation for all sessions. There will also be two-way simultaneous translation between English and French and English and Korean for the plenary sessions.

Authors with a presentation in French in a regular session or a presentation in a plenary session should give a hardcopy of the oral presentation or an electronic file with the presentation on a USB key to the staff in Room 208-2, Convention Hall, Level 2 at least 24 hours prior to the scheduled session time. The room is open between 07:30 and 20:30 from 25 to 30 August

The cover page of submitted manuscript and/or presentation materials must clearly indicate the name of the first author, the title of the paper as well as the session number and title, room, time and date of the session. Failure to provide a text to the translators in advance of the session may result in your presentation not being translated.

We look forward to seeing you in Busan.