

GUIDELINES FOR DISCUSSANTS

This note provides some basic guidelines with regard to giving Special Remarks as a Discussant at the SDC panel.

Discussant's special remarks stimulate constructive debates, which are at the core of the conference. Be clear, to the point, sharp but constructive, acknowledge significant contributions but focus on aspects where improvements can be made. Aim at providing the author(s) with something useful to bring home. Enlighten, when possible, the audience with some new insight or reflection.

Panel write-up and panellists' details may be viewed online at www.sdpi.org/sdc/. If not available, it could also be requested from the Panel Organiser.

In order that everyone has sufficient time to speak, it is important to manage the time effectively. A few guidelines are shared below:

KEY GUIDELINES

- a) Please check the preliminary programme for the day and time of the session. The agenda is updated closer to the Conference and is regularly updated with details of all sessions and speakers at www.sdpi.org/sdc/
- b) For those joining online, a link will be shared in advance. If you face trouble connecting, you may seek assistance from the Panel Organiser who will facilitate with support from the IT team.
- c) For in-person session, please arrive 10 – 15 minutes before the session at the venue. For joining online, kindly log in 5 to 7 minutes before the start of the session to ensure that the audio/video link is working.
- e) The panel will last for 90 minutes.
- f) Introduce yourself to the presenters and the chair.
- g) The chair will tell you at the beginning of the session how long your comments should last. After your comments, the floor will be open for question-and-answer session.
- h) **Presentation timings:**
 - Introductions: 5 minutes
 - 3 to 4 Speakers: maximum 12 minutes each
 - Discussant's special remarks: maximum 10 - 12 minutes
 - Question-and-answer session: maximum 10 - 12 minutes
 - Chair's concluding remarks: 5 minutes.

Thank you for your kind support.