

## UACES Annual Conference Panel Guide

### Chairs and Discussants: Who does what?

*Chair* – The chair should introduce the panellists, field questions from the audience and make sure the panel stays within its 90 minute timeslot. If there is no discussant, the chair should also take on this role.

*Discussant* – The discussant's role is to provide another perspective on the papers presented in the panel. They should have read all the papers before the conference and be able to make some observations on each. They should help to facilitate a dialogue with the audience and get the discussion going. It is not the discussant's role to present a paper. Should they wish to, discussants can provide more detailed feedback to paper givers in writing after the panel.

### How should my panel be structured?

Research panels are allotted a 90-minute timeslot. Below are some examples of how differently constituted panels should make use of this time:

4 papergivers and a discussant	Each paper should be no longer than 15 minutes. The discussant should speak for 5 minutes. The remaining 25 minutes is allocated for questions from the audience.
4 papergivers, no discussant	Each paper should be no longer than 15 minutes. The chair should act as discussant and speak for 5 minutes. The remaining 25 minutes is allocated for questions from the audience.
3 papergivers and a discussant	Each paper should be no longer than 20 minutes. The discussant should speak for 5 minutes. The remaining 25 minutes is allocated for questions from the audience.
3 papergivers, no discussant	Each paper should be no longer than 20 minutes. The chair should act as discussant and speak for 5 minutes. The remaining 25 minutes is allocated for questions from the audience.
2 papergivers (with or without discussant)	We do not accept 2-paper panels. However, there will always be some late cancellations which render them necessary. In a 2-paper panel, the papergivers should still speak for no longer than 20 minutes. If there is a discussant they should speak for 5 minutes, with the remaining time open to questions from the audience. If there is no discussant, the chair should take on that role.