



## IRAQI KURDISTAN AT A CROSSROADS: Current Issues of Domestic and Middle Eastern Politics

May 24–25, 2017

Erbil, Kurdistan Region of Iraq  
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### NOTICE TO CONFERENCE PARTICIPANTS

#### **Panel Chair Responsibilities:**

The success of a session often depends upon the chair's ability to organize and moderate presentations and discussion, restrict the length of speakers' presentations if needed. The most important responsibilities are to:

- Acquaint his/herself with the content of the papers to be presented at the panel;
- Arrive early at the session and arrange with all participants the order of speaking and the time limits; normally 15 minutes for paper presentations and 10 minutes for discussants.
- Start the session at the scheduled time with a brief presentation of theme of the panel and the logical links among the papers.
- Introduce the participants (names and institutional affiliations).
- Maintain strict time limits for each speaker and discussant.
- Moderate panel discussion.
- Adjourn the session in time.

#### **Panel Discussant Responsibilities:**

Discussants are to prepare, in advance, appropriate comments on the significance and contribution of the papers presented. Some of the most important responsibilities of the discussant are to:

- Arrive early at the session to take part in informal discussions about the order of speaking and time limits (typically 10 minutes is allotted for discussants).
- Situate comments in a broader context to spark questions and stir the interest of an audience that typically has not read the paper.

The following are suggested guidelines for discussants' remarks:

- Given that the audience may not have read the full paper it is helpful to begin by stating the main thrust of the paper, identifying its stronger or more interesting features;
- Focus the discussion on the paper's main argument;
- Indicate whether you find the argument compelling;
- State the basic merits and limits of the paper;
- Conclude by stating linkages between papers.

### **Panel Presenter Responsibilities:**

- The responsibilities of presenters are to:
- Provide copies of their papers to all of the other participants in the panel by May 20 at the latest. E-mail addresses will be available in the programme.
- A .pdf format copy of the paper must be sent to the Conference Organizing Committee.
- Ensure the paper text is **SINGLE SPACED**, not exceeding 8,000 words, including notes and appendices.
- Arrive early at the session to take part in informal discussions about the order of speaking and time limits (typically 15 minutes for each presenter).

### **Poster Presenter Responsibilities:**

The responsibilities of poster presenters are to:

1. Be present at their poster session and during coffee breaks;
2. Prepare a single poster that contains the following information: the title and author(s); the abstract (in large font); an introduction to the research question, methods (as appropriate), results, and a short bibliography; and any tables or figures that communicate the results of the research.
3. Arrive early in order to prepare the poster for display. A poster board surface will be provided for poster presenters.
4. Prepare a 3 minute oral presentation of the poster.
5. Send a .pdf version of the poster to the Organizing Committee.