

## Guidance Note for Chairs and Speakers

We are excited to welcome you to the WIDER Development Conference in partnership with UNIANDES in Bogotá, Colombia from 5-7 October. For this event we are expecting the audience to be a mix of local students, local and international academics, of policy practitioners from several international organizations, along with government officials and more. The conference programme is made up of academic sessions, including those of the VII Colombian Economic Congress, along with several special sessions, including a special policy event and the WIDER Annual Lecture. Please, check the online [Programme](#) regularly, since your session may have changed.

### Guidelines for Presenters

The length of each session is 90 minutes. There will be 3–4 presentations in each session. The time allocated for each presentation is limited to 15 minutes for sessions with 4 speakers and 20 minutes for sessions with 3 speakers. General discussion with the audience will then be encouraged. Some sessions (e.g. presentation of a report) may have a different structure if the chair decides so.

There will be a chairperson in each session. The chair will introduce the speakers and manage the time to ensure that each speaker has an equal amount of time available. **The chair decides the order of presentations in the session** and may adapt the structure of the session due to unforeseen circumstances. If the chair is also a speaker, it is recommended to present the last one. If for any reason the chair is not present in the session, the session should start with any of the other speakers acting as chair.

We would like to **please ask you to send us your presentation slides by Friday 30 September 2022 through [this link](#)**. Please name your presentation in the following form: Lastname\_firstname.ppt or Lastname\_firstname.pdf. If you present multiple papers in the conference, please indicate the paper title in the presentation name. We kindly ask you to bring a backup copy of your final presentation to the conference and share it with the room monitor in your assigned room prior to the start of your session. All presentations, made available by presenters, will also be posted on the website after the conference. There will be no paper copies available at the conference.

### Guidelines for Session Chairs

The session chairs are responsible for moderating the session. The chair is responsible for welcoming the audience, introducing the speakers, and general timekeeping in a session. Presenters should be introduced briefly by name and affiliation only. The chair decides the order of presentations. When the presentations are finished, the session chair will open the general discussion with the audience. All sessions will have room monitors that will assist you with any technical or logistical problems.

To guarantee a smooth conference, **it is strongly encouraged that all sessions start at the indicated time with the available presenters, and finish no later than the indicated time too.**

### Language of the conference

All sessions are in English, except those explicitly indicating that are in Spanish (with English translation only if the session takes place in the auditorium).

### Spread the word

Registrations are now open for the event and we would very much appreciate if you would share the details to your networks if you know of anyone who may want to attend in-person or tune in virtually for the live streamed plenary sessions. Please feel free to share the [link to the event](#) to your networks.

If you are on Twitter, you can also tweet about the event and tag us @UNUWIDER and use the conference hashtag #WIDERDevConf2022. We have event posts pinned to the top of our [LinkedIn](#), [Facebook](#) and [Twitter](#) pages if you would like to share those.