



regard

rebuilding after displacement

13th - 14th December 2021

International Symposium on REBUILDING COMMUNITIES AFTER DISPLACEMENT

**International Symposium on Rebuilding Communities after Displacement
(RCFD 2021) 13th - 14th December 2021**

Guidelines for Technical Session Chairs

1. Technical Programme

The technical programme is organised into a series of parallel sessions linked to the symposium themes. The sessions are designed to provide an opportunity for each speaker to present his/her research and/or practice contribution within 15 minutes while also providing time for an interactive discussion chaired by a nominated chairperson and a co-chair. For the technical sessions to run smoothly, it is important that all speakers and chairpersons adhere to the following guidelines. A copy of the technical programme is available to download from the symposium website at:

<http://regardproject.com/portal/media/attachments/2021/12/02/regard-symposium-technical-sessions-v42.pdf>

2. Conference Delivery mode

Due to the current restrictions associated with arranging face to face major events, the Symposium will be held as an online event. Systems will be in place to ensure the parallel sessions are organised and run smoothly. Arrangements will be made for the two co-chairs and the presenters to meet and greet online 15 minutes prior to their session.

In facilitating this process, all speakers and session co-chairs need to register here:

https://docs.google.com/forms/d/e/1FAIpQLSfqw-FUCMk9E7U92GkOtBVdsZcZzaPiRdJfa1olwkLp_UvW_A/viewform

3. Virtual Background

Please find the attached virtual background of the conference. We encourage you to use this virtual background via the zoom platform at the time of your presence.



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4. Guidelines for Chairpersons

The chairperson is responsible for introducing each speaker before their live presentation, facilitating the subsequent discussion and questions between the speakers and the audience, ensuring the session runs on time; and, reporting back to the Conference Chair on the outcomes of the session. All technical matters will be handled by the Symposium technical team. All chairpersons should log into the respect session area (online) 15 minutes prior to the start of their session.

- Session chairs need to familiarise themselves with the presenters in their session. From the technical programme, you will see the order of the presentations that are listed in your session. Copies of abstracts of each session will also be emailed to the co-chairs several days prior to the Symposium.
- Before the first presentation is scheduled to be presented, introduce the session, introduce yourself, make any announcements, and state the session rules. Also, request the audience to direct their questions via the chat box at the end of each presentation.
- Each Technical session includes two Co-chairs. Please agree on responsibilities between the co-chairs before the start of the session.
- It should be noted that all of the presentations will be presented as live presentations within 15 minutes.
- Approx. 30 minutes are allocated for the questions and answers. The chair can decide whether the questions will be invited at the end of each presentation or at the end of the session. As co-chairs, feel free to adjust the timing of questions to take advantage of any additional time afforded by one or more presenters not appearing.
- Online audience members will be provided with an opportunity to ask questions via the chat box function, and this process needs to be managed by the session co-chairs. The session chair can choose which questions should be directed to the presenting author. If no questions are forthcoming from the audience, please be prepared to ask a question. Copies of abstracts within your session will be sent to you prior to the session. Please take the time to familiarise yourself with these before the session.
- Co-chairs are also needed to summarise key points which emerge from the session. Please use the summary sheet provided (Appendix 1). At the end of the session, please email this sheet to Dr Chathuranganee Jayakody c.jayakody2@hud.ac.uk.
- It is good practice for the session chair to summarise the session at the end, reflecting on the research presented and any implications for policy and practice.
- At the end of the session, please share the agenda (Attached) on the screen and announce the timings of the screen break and the next session.



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Appendix 1:

Session Summary: Key Points emerged from the session

Date	
Time	
Title of the session	
Names of session co-chairs	
Key points captured during the session	