

EAM-I 2009 Facilitator Info

To: All EAM-I 2009 Facilitators

Thank you for volunteering as a facilitator for the EAM-I 2009 meeting in Rio de Janeiro, Brazil.

To view information on your session(s), download manuscript files, and view contact information for session participants, please go to:

http://eamiconference.org/acms/session_details.asp

(you will need to log into your EAM-I account to access this page)

At EAM-I we do not assign discussants for each paper in a session. Rather, we assign a facilitator to each session, whose role is to encourage a lively exchange between the authors and the audience, and also among the authors. In a separate note to authors we have let them know how to access each others' papers. We hope you will encourage them to do this, as it will encourage greater engagement with fellow authors' work and also more probing discussions during sessions. It is a way to take full advantage of the 'real time' together.

General Facilitator Guidelines

Your role is to keep the session on time and moderate/spark a vigorous discussion between the audience and the presenters.

- DON'T give the standard boilerplate about time, and take up too much time doing it; tell the presenters the rules before the session.
- DO start out with a few words about the subject matter of the session and how each paper will contribute toward exploring that research domain.
- You must shut down inexperienced or unprepared presenters who do not conform to the prescribed time limits.
- Please allow ample time for audience interaction. For example, for a 75 minute session with 3 papers, allow authors 15 minutes to present each paper, and use the remaining 30 minutes for dialogue between presenters and the audience.

I look forward to seeing you in Rio!

Sincerely,

Kate Suchon
EAM-I 2009 Program Chair