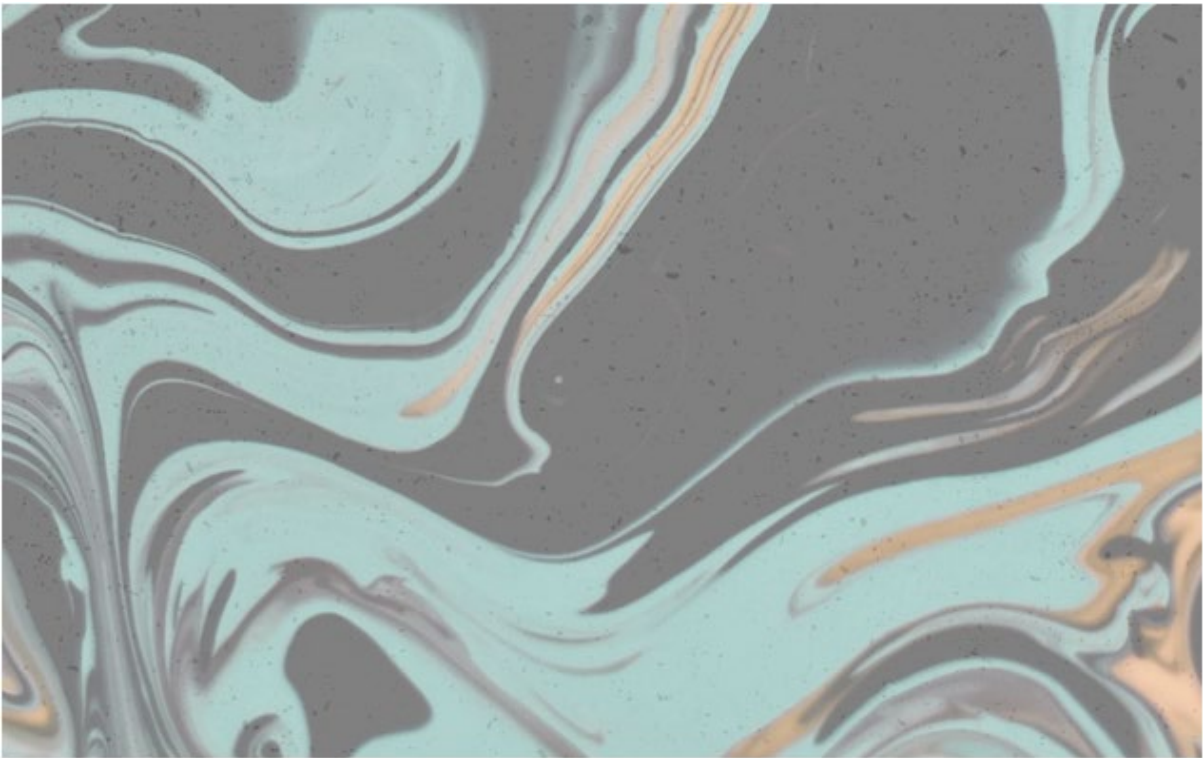


Governing sustainability transformations

Changing drivers, driving change



Conference guidelines

Information for paper presenters

Information for poster presenters

Information for session organizers and -chairs

Link to conference website [here](#)

Guidelines and information for paper presenters

Each room will have a beamer, laptop, and pointer available to use for your presentation. There will also be a student volunteer to provide technological assistance where necessary. Wifi is freely available via an open network throughout the accommodation (Wageningsche Berg), or eduroam (WUR campus). If you do not have access to eduroam, instructions will be made available upon arrival in the Leeuwenborch.

The estimated time for a presentation depends on the number of presenters in a session:

- Three: 20 minutes per presentation
- Four: 15 minutes per presentation
- Five: 10 minutes per presentation

Please make sure you arrive at the room 10 minutes before the start of the panel round to check in with the chair and volunteer. Make sure to bring your presentation on a USB stick (thumb drive). Generally, it would be appreciated if you could share your presentation with the chair and other panelists before the session.

We will be sharing conference proceedings with abstracts and author details in an online document that can be found on [our website](#).

Guidelines and information for poster presenters

All posters will be shown in the Bosrandzaal, where the plenaries take place on Wednesday and Thursday, with the poster session itself being scheduled during lunchtime. Conference visitors are free to roam around and visit your poster and have a chat with you about your research. After picking up some lunch, you are therefore asked to stay close to your poster during the poster sessions.

Please bring your poster (A0 size) and report to the registration desk on Wednesday morning, before lunch. Stickers and poster boards to hang your posters will be available.

Guidelines and information for session organizers and -chairs

Thank you for organizing and/or chairing a panel at the WCSG conference. Below you find some useful information, especially in case it is your first time chairing a session at an academic conference.

Main responsibilities while chairing

- Ensure productive and meaningful exchanges among panelists and the audience by moderating discussions and managing time. Be prepared to stimulate questions and guide conversations.
- Maintain strict timekeeping. Signal when time is running out and ensure the session stays on schedule. We will provide coloured cards with '5 minutes' and '1 minute' which you can use to inform presenters.
- Maintain a respectful, inclusive atmosphere. Handle disruptions calmly and professionally.

Preparations

- Make a schedule, including introductions, presentations, Q&A, and discussions. Avoid lengthy discussions between presentations; leave room for brief clarification questions. Allocate approximately 2 minutes for introductions and 15-20 minutes for audience Q&A. Ensure presentations and discussions fit within the session's total time.
- Please be aware that the estimated time for a presentation depends on the number of presenters in a session:
 - Three: 20 minutes per presentation
 - Four: 15 minutes per presentation
 - Five: 10 minutes per presentation
- Review contributions and prepare 1-2 questions for each to facilitate discussion.
- Consider sending an email to the panelists with a brief word of welcome and a proposed schedule for the session.
- Note: tables and chairs in the conference rooms have a "theater" setting.

During the Session

- Each room will have a beamer, laptop, and pointer available to use for your presentation. There will also be a student assistant to provide technological assistance where necessary. Wifi is freely available via an open network throughout the accommodation (Wageningsche Berg), or eduroam (WUR campus). If you do not have access to eduroam, we will provide instructions for guest access.
- Arrive 10 minutes early. Meet the panelists, check presentations, and confirm technical setup with the volunteer.
- Briefly introduce the session's topic and relevance to the conference theme. Outline the schedule for the audience.
- Introduce each panelist, either collectively at the beginning or individually before each presentation.
- Ensure panelists adhere to their time limits by providing gentle reminders.
- Offer brief transitions between presentations to highlight common themes or points raised.
- Moderate audience questions, ensuring inclusivity and smooth communication with online participants if applicable. Use backup questions if necessary to maintain engagement.
- Concluding the panel, for example by summarizing key points, allowing panelists to share final thoughts, and thanking everyone for their participation.