

The IWG-ENV Work Session on Water Statistics

Guidelines for Session Chairs

The Work Session on Water Statistics will comprise eight sessions covering different aspects of water statistics and indicators, see agenda. Each session will have a session organizer, a chairperson (Chair) to ensure the smooth running of the session, and a discussant. In some cases, the session organizer may also be the Chair or the discussant. These guidelines for the Session Chairs are provided to help the Chairs understand their role and to ensure a certain homogeneity in the sessions.

Papers

Two types of papers are likely to be submitted for each session:

- invited papers, i.e. by people who have been directly contacted by the session organizer or the chairperson to prepare and present a paper on a specific topic, and
- contributed papers from countries that want to share their experiences or ideas and to have feedback from others. This exchange of experiences and feedback is important for countries, and should be facilitated as far as possible.

The invited papers are the responsibility of the session organizer and the Chair; they will agree on the subjects to be covered and who should be invited to provide and present a paper. All contacts with the author of the invited paper will be through the session organizer or the Chair. They will ensure that the authors and presenters receive the 'Guidelines for authors and presenters', and that the abstract and the final manuscript are provided in time to be made available on the website well in advance of the meeting. The key dates on which the various papers are due are:

Due Dates:	<u>Invited papers</u>	<u>Contributed Papers</u>
Title and Author Names	Feb 28, 2005	May 2, 2005
Abstract	March 31, 2005	May 16, 2005
Manuscript	April 30, 2005	May 31 , 2005

The Session

Each session will last about 90 - 105 minutes, see draft timetable, resulting in two sessions per half-day. If there is a lot of interest in some of the sessions (e.g. a large number of contributed papers), longer parallel sessions could be held. The basic format for each session will be:

- 1) brief introductory remarks by the session chair,
- 2) presentation of 3 to 4 papers, possibly 5, if a short contributed paper,
- 3) prepared comments on the papers (by discussant), and
- 6) general discussion of the papers.

Rules of Procedure

Length of presentations: In order to allow sufficient time for open discussion and thus encourage participation from the general audience, speakers must complete their presentations, including moving to the podium and answering questions specific to their papers, in the allotted time. The established time limits for formal presentations are:

	Invited papers	Contributed Papers
Introductory remarks	5 minutes	
Paper presentations	If 3 papers: 20 minutes each speaker	10 minutes
	If 4 papers: 15 minutes each speaker	
Discussant's presentation	10 minutes	
General discussion of papers	25 minutes	

During each presentation, a timekeeper will signal the speaker by holding up a yellow card when 5 minutes of their allotted time remains. When the allotted time is up, the timekeeper will hold up a red card.

Open discussions: Following the discussant's presentation, the Chair will ask for questions and/or comments from the floor. The Chair will ask the speakers from the floor to state their name, organization and country, and to keep their questions or comments to 3 minutes. If they exceed 3 minutes, the timekeeper will hold up a red card to notify the Chair. The Chair will then request that the speaker conclude and allow others to speak.

Responsibilities of the Session Chair

Before the session:

The Session Chair should discuss paper content, abstract and paper due dates, presentation rules and other technical rules with presenters. The Chair will ensure that each speaker knows in advance how much time they have allotted to their presentation. He/she should be available to meet presenters and discussant in the meeting room 10 minutes before the session begins.

During the session:

The Session Chair will

- Introduce the session topic.
- Introduce each author.
- Lead the open discussion.
- Keep the session on schedule.
- Together with the discussant, prepare comments from the session discussion and give to session organizer as soon as possible after the session. These comments will be input for the "round table".