



Conference on Resource Efficiency

23-25 April 2008, Paris, France



Guidance for Speakers and Chairs

Biographies of Speakers and Chairs

Please send a short (preferably one paragraph) biography/CV to Ms Myriam Linster (mailto:edicontact@oecd.org) by **15 April 2008**. The bios will be used to introduce the Speakers and Chairs. They will also be included in the conference documentation package.

Papers and presentations

Please send your paper, including the abstract, to Ms Myriam Linster (mailto:edicontact@oecd.org) by **15 April 2008**. If you wish to make a PowerPoint presentation, please send your slides also by **15 April**. It is essential that the papers are provided on time in order to enable the Chairs and Rapporteurs to prepare their sessions. All papers and presentations will be posted on the conference website after the conference.

PANELS: Organisation of the panel discussions

All panels are structured as follows:

- 5-minute introduction by the Chair: purpose, scope, rules and timekeeping, presentation of the panellists
- 8-minute statement by each invited panellists: focus on 3 to 4 key messages
- General discussion moderated by the Chair (30-40 minutes)
- Closing remarks by the Chair (5 minutes)

It is essential that the panellists limit their initial statements to a maximum of 8 minutes.

Please note that we do not expect panellists to make PowerPoint presentations.

MODULES: Organisation of presentations and discussions in the modules

Each module has a chair, lead speaker, a rapporteur and a selection of presenters. The lead speaker will begin with an overview and set the scene for the other speakers. The lead speaker can assist the Chair to moderate the discussion.

All modules are structured as follows:

- 5-minute introduction by the Chair: purpose, scope, rules and timekeeping
- 15-minute overview by the lead speaker
- 8-10 minute presentation by each invited speaker: focus on 3-4 key messages
- General discussion (15-20 minutes)
- Closing remarks by the Chair (5 minutes)

Speakers in the modules can use PowerPoint in their presentations (**no more than 8 slides**). It is essential that the invited speakers limit their presentations to 8-10 minutes.

The module can include a coffee break, at the discretion of the Chair.

CHAIRS: Additional guidance for the Chairs

The Chair's role is to make the session lively and interactive, to help focus the discussion and to summarise conclusions. To achieve this, the Chair may:

- Ask people intervening from the floor to limit themselves to short comments and questions, avoiding long speeches;
- Add his/her personal comments or questions.

The Chair will also:

- Outline the objectives of the panel/module, as set out in the conference notes,
- Ensure that the panel/module stays focussed on the objectives,
- Apply strict time-keeping to ensure smooth running of the session, and
- Summarise the main conclusions at the end of the session.