

15th WORKSHOP OF PARLIAMENTARY SCHOLARS AND PARLIAMENTARIANS
30-31st JULY 2022
WROXTON COLLEGE, OXFORDSHIRE, UK

GUIDANCE TO PAPER GIVERS AND CHAIRS

PAPER GIVERS

Please ensure, if you have not already done so, that an electronic copy of your paper is sent to Amanda Riley so that it may be available in advance to those attending the Workshop. In the panel, you should summarise your findings.

Power point facilities are available for your presentation. In a three-paper panel, please keep your presentation to approximately 15 minutes. In a two-paper panel, please keep it to approximately 20 minutes. This is to ensure that up to half the time allocated for the panel is given over to discussion, ensuring an opportunity for those in the audience – scholars and parliamentarians – to pose questions and offer feedback.

Upon conclusion of the paper presentations, the chair will invite questions and comments from the audience.

CHAIRS

When chairing a session, please open by introducing the paper givers and then handing over to each paper giver in turn. Please keep an eye on time in order to ensure that no paper giver goes notably over their limit – 15 minutes in a three-paper panel and 20 minutes in a two-paper panel. If they do, feel free to pass a note or interrupt diplomatically to point out that they have two minutes to conclude. Once the presentations are concluded, please invite questions and comments from the floor. The Workshop is designed to encourage dialogue between paper givers and practitioners, so feel free to encourage those in the audience to ask questions as well as offer comments.

Once the session reaches its scheduled time limit, please thank the paper givers and close the session. If discussion reaches a natural conclusion a few minutes before the scheduled end of the session, feel free to close it formally and allow those attending to mix informally and depart.

Thank you for your willingness to chair a session and contribute to the work of the Workshop.