

Guidelines for Chairs of Debate Sessions

SESSION OUTLINE

The time allotted for the debate is **60 minutes**, divided into:

- 5 min Welcoming and speaker introductions by the chairperson
- 15 min Presentation by the first speaker
- 15 min Presentation by the second speaker (contra-argument)
- 5 min Rebuttal by the first speaker
- 5 min Rebuttal by the second speaker
- 15 min Discussion and Q&A led by the chairperson

On stage, there is a head table and two lecterns, of which one is equipped with a computer to operate the presentations (main lectern). The chairperson is kindly requested to sit at the head table. The speakers will take turns presenting from the main lectern (15 min each) and for the rebuttal and Q&A portion, both speakers will be standing behind each of the two lecterns.

BEFORE THE SESSION

- Please refer to your session schedule via the CORA 2023 mobile app or [interactive program](#).
- Please arrive at the session hall about **15 minutes before the session start**.
**In some cases, there will be only 5 minutes before your and the previous session. In such a case, please wait for the previous session to end and then proceed to the head table.*
- Please prepare your own questions for the speakers in case of lower activity from the audience.
- A technician/staff member will also be present in the hall at the AV table to assist with all technological features taking place during the session. Please notify them immediately of any equipment problems.

At the beginning of the session:

Please ask people to take their seats and encourage them to take front and center seating.
Ask them to silence any mobile devices, and refrain from photographing / recording the lectures.

START OF THE SESSION

- **Introduce** yourself by name and affiliation.
- **Welcome** the audience in the hall.
- **Outline**, very briefly, the session content. “We are going to debate: x,y,z” and introduce the two speakers by name and affiliation (session outline will be provided on the head table).
- **Invite** the audience **to use the voting cards** (green & red) at the beginning of the session to express which side of the debate they agree with.
- **Encourage** the audience **to ask questions** during the final 15 min of the session.

DURING THE SESSION

Please follow the schedule closely and gently interrupt speakers if they exceed the allocated time for their presentation.

- We recommend that you as a chair encourage the speakers to defend their viewpoints up to the end of the debate in order to provide a wider range of learning possibilities for the audience.
- Please take the initiative when appropriate to help stimulate questions from the audience and lead the discussion.

TO END THE SESSION

- **Invite** the audience to use the **green & red voting cards** again to express which side of the debate they agree with and comment on any obvious change in preferences or lack of such.
- At the end of the session, kindly thank the speakers and the audience for their participation.

In case of questions, please [contact](#) the CORA 2023 Secretariat or find us onsite in the Registration Area of the Congress venue.

Thank you for your valuable contribution to the success of the CORA 2023 Congress!