

African Economic Conference 2013

Guidelines for Moderators, Chairpersons, Presenters, Discussants and Rapporteurs

Moderators

Each Plenary Session will last 2 hours. It will have a maximum of 5 panelists. Moderator will introduce the panelists (based on the short bio they submitted), provide a contextual briefing guiding questions to focus the interventions. The Moderator will invite interventions from the public. Panelists will wrap-up in 5 minutes each. **The Moderator will allot time following these guidelines:**

Moderator – Introduction and Briefing	- 6 minutes
Moderator – Transition between panelists	- 2 minutes
Panelists – 5 panelists x 10 minutes each	- 50 minutes
Moderator (Summary of panelists’ interventions)	- 5 minutes
Open Discussion – plenary public	- 30 minutes
Response by Panelists – 5 @ 5 minutes each	- 25 minutes
Moderator Closing Remarks	- 2 minutes
Total	- 120 minutes (2 hours)

- Moderators should ensure that these time limits are respected.
- Moderators should ensure that the key issues from the sessions are captured by the rapporteurs.

Chairpersons

Each concurrent session of the Conference will be 2 hours, four papers each. **The Chairperson will allot time following these guidelines:**

Chairperson (Opening, Transitions and Closing Remarks)	-7 minutes
Presenters – 4 @ 12 minutes each	- 48 minutes
Discussants – 3 @ 5 minutes each	- 15 minutes
Open Discussion	- 20 minutes
Response by Presenters – 4 @ 5 minutes each	- 20 minutes
Total	- 120 minutes (2 hours)

Chairpersons: ensure that these time limits are respected.

Chairperson should have a timekeeper/rapporteur.

Presenters will speak for 12 minutes maximum to:

- i. Share their research findings by highlighting key issues discussed in their research paper (analytical, development issues, challenges etc.) as well as relevant policy issues pertinent to the advancement of Africa's regional integration;
- ii. Draw policy conclusions to guide discussions; and
- iii. Capture key suggestions to improve the research paper.

Discussants will speak for 8 minutes to:

- i. Reflect on the content of the research paper and the presentation;
- ii. Initiate a debate/discussion by highlighting policy questions arising from the analysis;
- iii. Provide suggestions to improve the quality of the research paper.

Rapporteurs

The work of the Rapporteur is crucial for recording the proceedings of the Conference in a timely and comprehensive manner. In this context, rapporteurs are requested to prepare a maximum of 2 pages per session, using the following guidelines:

Capture the key elements of the discussions:

- i. Introductory statement,
- ii. Comments on the paper's content and its contributions/limitations,
- iii. Emerging operational issues and opportunities,
- iv. Policy issues emerging from the discussion,
- v. Suggestions to improve the paper.

In addition, the rapporteurs will serve as a time keeper.

The final report should be submitted electronically to Audrey Chouchane aec@addb.org, Allan Mukungu of UNECA amukungu@uneca.org; and Angela Lusigi of UNDP angela.lusigi@undp.org.