



## Chair and Discussant Guidelines: 2018 WERA World Congress, Cape Town, South Africa

{dear\_form\_name}

The 2018 WERA 2016 World Congress is around the corner. A reminder that the online searchable conference agenda (<https://www.conftool.com/wera2018/sessions.php>) for the 2018 WERA World Congress is now available. The program can be browsed by presenter's name, session or paper title/topic. Select the session that is of interest to you and place it in your personal agenda. Please use this resource to check when you are chairing or acting as discussant for the WERA Paper or Symposium Session allocated to you.

Please be aware of the following important information which will be useful for you to know when planning to chair or act as discussant for the WERA Paper or Symposium Session allocated to you.

### 1. Chair Responsibilities

Chairs are responsible for the overall planning and execution of the session to facilitate the sessions' success, as well as evaluation of the session. Responsibilities fall into the following three areas:

#### 1.1. In Advance of the Session

- When you search the online programme (<https://www.conftool.com/wera2018/sessions.php>) you will be able to view author's papers and email addresses for your session.
- Email authors to request that they send a short bio, which you can use to introduce each presenter if you prefer.
- You can read the abstracts for your session in order to prepare (<https://www.conftool.com/wera2018/index.php?page=showModerator>).

#### 1.2. At the Session

- Open the session at the scheduled time and orient the audience to the context with a few brief introductory remarks.
- Please commence the session with the following information:
  - Provide a very short overview of the World Education Research Association (WERA) for example: *"WERA is an association of major national, regional, and international specialty research associations dedicated to advancing education research as a scientific and scholarly field. WERA aims to undertake initiatives that are global in nature and thus transcend what any one association can accomplish in its own country, region, or area of specialization. Member associations are resolved to work together to address such issues as building capacity and*

*interest in education research, advancing education research policies and practices, and promoting the use and application of education research around the world”.*

- Acknowledge and express gratitude to presenters and attendees for supporting WERA.
- Announce the WERA booth where information on joining as individual members, and upcoming WERA events can be found.
- Introduce the participants before their presentations.
- Strictly limit time for each speaker and discussant. While chairs need to be attentive to time allocations, the role of Chair is much more than keeping time. A session’s success may depend on the Chair’s ability to limit the time of presentations and temper discussion from the floor to allow sufficient time for interaction.
- Raise issues that can facilitate audience engagement and moderate panel or floor discussions.
- Adjourn the session in time to allow the room to clear before the next session begins.

## **2. Discussant Responsibilities**

Discussants are responsible for commenting on papers and presentations to provide professional as well as constructive criticism and raise issues for broader consideration that connect to these works. Responsibilities fall into the following two areas:

### 2.1. In Advance of the Session

- Read the abstracts for your session in order to prepare comments and organize your thoughts (<https://www.conftool.com/wera2018/sessions.php>).
- Prepare appropriate analytical or critical commentaries on the significance and contribution of the papers presented in the session. You are under no obligation to comment on papers not uploaded in the online program.
- Connect with the session chair to review the shape of the session and time constraints on the length of discussion.

### 2.2. At the Session

- Serve as commentator for the papers and issues on substantive points pertaining to these works. It is expected that you draw upon your expertise and views in commenting on papers or presentations; however, it is not the appropriate occasion to present your work.
- Provide comments on papers that will assist authors in taking steps toward publication in order to help authors minimize the time between presentation and publication. Such commentary may include remarks on the session, comments written directly on the papers, and/or discussions with the authors.

If you have additional questions or concerns, please contact the 2018 WERA World Congress at [admin@wera2018.co.za](mailto:admin@wera2018.co.za).

Warm regards,  
Felice Levine  
WERA Secretary General

Liesel Ebersöhn  
WERA President