Instructions session chairs and speakers at the ALWG meeting in Mpala on 2 and 3 November 2019

Instructions session chairs

1. Session chairs will be responsible for chairing and managing their session
2. Session chairs will be responsible for gathering all power point presentations of their session and they will put them on a lap top used for beamer presentations during their session
3. Session chairs should take care that speakers do not exceed their allocated time
4. Time allocated to speakers is preferably only for the presentation, the session chair may decide to allow some questions during the presentation, but preferably during the discussion block, when all presentations have ended
5. Session chairs will facilitate the debate in the ALWG after the presentations in their session and will summarise the discussion and follow up action needed for ALWG at the end of the session
6. During a speakers' presentation the session chair will give a warning three minutes before the end of the time slot, or the session chair will appoint a time keeper to do that. Session chairs organise a reporter (rapporteur), who notes the main bullet points (up to 10) of the presentations and discussion (also audio recordings will probably take place and these will be complementary)
7. Session chairs, together with the rapporteur, will prepare a short report on the discussion in their session, which they will send to the Chair of the ALWG Kelly Marnewick (MarnewickKA@tut.ac.za), Hans de Iongh (hans.deiongh@gmail.com) and Hans BauerBauer (hans.bauer@zoo.ox.ac.uk) before 1 December 2019. These should include pdf's of the PowerPoints The pdfs will be put on the ALWG website, together with a short report of the Mpala meeting, so they will be made available to ALWG members.
8. Session chairs will take care that all speakers are aware that a presentation at the ALWG meeting has as the main aim to stimulate discussion/ debate and not in the first place to present one's own work.
9. As a consequence of the above session chairs will stimulate that each speaker has **at least one statement** at the end of a presentation for discussion and debate and **at least one recommendation** covering a possible follow up within the ALWG, for the discussion

Instructions speakers

1. Speakers should be aware that a presentation at an ALWG meeting has as aim to stimulate discussion and not in the first place present one's own work
2. Speakers will send their **draft** PPT presentation as a pdf latest 15 October 2019 to the workshops email address alwgworkshopkenya@yahoo.com and copy to hans.deiongh@gmail.com and hans.bauer@zoo.ox.ac.uk for a final check of the statements and recommendations
3. Speakers will send their **draft** PPT presentation to their session chair at least one week before the Mpala meeting (so before 25 October 2019)
4. In order to stimulate debate and discussion each speaker has on the last slide of the PPT **at least one statement for discussion** at the end of a presentation and **at least one recommendation** for a possible follow up within the ALWG (new working group, policy lobby, conservation action, training, research etc)
5. Speakers will hand over the final PPT and a pdf version on the first day of the Mpala meeting (2/11) before their session to the Session chair, who will put them on a lap top for beamer projection
6. The pdfs will be put on the ALWG website, together with a short report of the Mpala meeting
7. If you are planning to present something which should not be shared online (f.e. unpublished results), please indicate this to the chair of your session and the audience. Some of us will be sharing updates on Twitter or other social media platforms.
8. Speakers should take care that speakers time does not exceed 10 minutes allocated. Session chair will give a warning 3 minutes before the end of the time allocated
9. In order to stimulate debate and discussion each speaker has **at least one statement for discussion** at the end of a presentation and **at least one recommendation** for a possible follow up within the ALWG (new working group, policy lobby, conservation action, training, research etc)