

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 it on a laptop
3. Session chairs should take care that speakers do not exceed their allocated time
4. 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 at the end of the session
5. During a speaker's presentation will give five minutes and one minute warnings before the end of the time slot, or appoint a time keeper to do that
6. Session chairs organise a reporter, who notes the main points of the discussion (also audio recordings will take place and these will be complementary)
7. Session chairs will prepare a short report on the discussion in their session, which they will send to the Chair of the ALWG Kelly Marnewick and Hans de Iongh before 1 December 2019. These should include pdf's of the PowerPoints
8. Session chairs should take care that all speakers are aware that a presentation at an ALWG meeting has as 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 a second statement for a possible follow up within the ALWG

Instructions speakers

1. Speakers will send their PPT presentation latest 15 October 2019 to hans.deiongh@gmail.com and hans.bauer@zoo.ox.ac.uk for a final check
2. Speakers will send their PPT presentation to their session chair at least one week before the Mpala meeting 9 so before 25 October 2019)
3. Speakers should take care that speakers time does not exceed 10 minutes allocated
4. 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
5. As a consequence of the above session each speaker has at least one statement at the end of a presentation for discussion and debate and a second statement for a possible follow up within the ALWG (new working group, policy lobby research etc)