



Stockholm, Sweden 9–11 June 2004

Guidelines for chairpersons

Chair information

- The 7th International Forum on Tourism Statistics will be arranged in plenum (meeting room "Aulan"), and there will be an audience of approximately 150 to 200 participants.
- The chairperson invites all of the speakers, one at a time, for his or her Theme on stage in the meeting room. After each speaker's presentation, speakers are urged to stay on stage during the entire session.
- All speakers' seats will be reserved on the first and second row in the meeting room ("Aulan").
- The chairperson will introduce, chair and conclude his or her respective Theme. That is to say, you will be responsible for introducing the session and summarising the 30 minutes of discussions/concluding remarks.
- After the presentation of all of the papers for your Theme there will be 30 minutes for discussion.
- Your task as a chairperson will be to bring the discussions towards conclusions and recommendations, to search convergence when divergence exists and highlight crucial points.
- Your role will be instrumental in ensuring that a dynamic and constructive debate takes place on the basis of the previous communications. (The discussant is responsible for the more operative issues regarding the discussion).
- It is recommended that the chairperson call discussants and speakers to a short meeting prior to the session for the purpose of discussing the time schedule, the rules of procedure and technical matters. This meeting could perhaps take place in the secretariat room (room number 356), which is close to the meeting room ("Aulan").
- If this not be possible, a chairperson must make himself or herself available for consultation in the meeting room ("Aulan") 10 minutes before the meeting.

Preparations

- In order to fulfil your role as a chairperson, please read all of the abstracts for your Theme.
- If you are interested in reading the full paper, please send an e-mail to tourismforum@scb.se. Please note the title, author and Theme in your mail.
- The abstracts for each Theme is published on www.tourismforum@scb.se.

Before the session begins:

- Arrange a short meeting with the speakers and the discussant for your Theme 10 minutes before your session begins. The secretariat room (room number 356) could be used for this.



Guidelines for chairpersons ...

During the Session:

- Start on time. Timing, introduction and conclusion of the 30 minutes of discussion are your responsibilities.
- Keep the introductions very brief when changing speakers.
- Insist that all speakers use the microphone.
- Make sure that the speakers do not block the view of the screen.
- Hold each speaker to the allotted time as printed in the program.
- Take notes during the discussion.
- Remind speakers about their remaining time. Green, yellow and red flash lights will be shown from the speakers platform for 5 minutes, 3 minutes and 1 minute remaining; this procedure will be prepared in advance for each presentation. Tell each speaker the procedure you will use.
- If a speaker ends early or does not attend, use that extra time for questions and comments from the audience, the panel, or yourself.
- If there are questions, make sure to keep them brief and relevant. Be assertive in enforcing this. **Ask the person to stand up.** To help you with the logistics in accordance with the discussion, there will be two people equipped with microphones and one cameraman to highlight the person.
- End on time. Urge the audience to continue discussion elsewhere.