



Stockholm, Sweden 9–11 June 2004

## **Guidelines for discussants**

### **Discussant information**

- The 7<sup>th</sup> International Forum on Tourism Statistics will be arranged in plenum (meeting room "Aulan"), and you will be a discussant to an audience of approximately 150 to 200 participants.
- The aim of the forum is that the outcome of the discussions leads to further development in tourism statistics and information.
- Your role as a discussant is important because the success of the forum will largely be based on your contribution as a discussant and your activity regarding stimulating interesting discussions.
- Your main responsibility as a discussant is, in other words, to stimulate the 30 minutes of discussion, which begins when all of the papers for your Theme have been presented.

### **Preparations**

- In order to fulfil your role as a discussant, 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](mailto: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](http://www.tourismforum@scb.se).
- As a discussant it is also very important that you, in cooperation with the organising committee of the forum, prepare questions for each paper in order to stimulate and focus the 30 minutes of discussion.

### **Before the session begins:**

- The chairperson for your Theme will arrange a short meeting with the speakers 10 minutes before the session begins. The secretariat room (room number 356) could perhaps be used for this.
- Make sure that the chairperson knows you are there.
- With the chairperson's help, be aware of the time available for your remarks.
- You have 30 minutes at your disposal. The Chair is instructed to stop your discussion after 30 minutes, regardless of whether or not you are finished.

### **During the session**

- After all of the papers have been presented in your session there will be 30 minutes for discussion.
- 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.
- The chairperson will take notes during the discussion.
- 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 who has questions.
- Thank all of the participants before the chairperson summarises the 30 minutes of discussion. That is to say, it is the chairperson's responsibility to summarise the outcome of this 30 minutes of discussion.