


SYRACUSE 2024

The logo for the Conference On Policy Process Research (COOPPR) features the letters 'COOPPR' in a stylized font. The 'C' and 'O' are orange with a circular arrow pointing right, suggesting a process or cycle. The 'O' is a solid orange circle. The 'P' is a dark brown letter. The 'P' and 'R' are a teal color. The 'R' is a solid teal letter.

Conference On Policy Process Research

May 15-17, 2024

Syracuse University

**Roles and Responsibilities of Chairs, Discussants,
Presenters, and Attendees**

The distinctive essence of COPPR stems from its community, which contributes to the success of its panels, roundtables, and all associated informal and formal gatherings and events.

All participants are expected to uphold COPPR's responsibilities and roles, which include

1. **Active Participation:** Engage actively in discussions, share knowledge and experiences, and contribute to collective learning.
2. **Respect and Inclusivity:** Interact respectfully and inclusively, recognizing and valuing the diversity of the COPPR community.
3. **Openness:** Promote an open-mindedness to new ideas and perspectives.
4. **Supportiveness:** Create a supportive environment for all participants, especially those new to the community or less experienced in their field.
5. **Collaboration over Competition:** Foster a spirit of cooperation prioritizing individual and collective advancement.

There is no single format for panels and roundtables. Chairs, discussants, and presenters can decide on how they want to organize and structure their session.

Textbook panels will have 3-5 papers presented with 10 to 15 minutes per presentation. The discussant(s) will then take 5 to 10 minutes in providing constructive feedback to the presenters and identifying common themes or challenges that span the papers to help prompt a productive discussion with the audience.

The roles and responsibilities below are based on a textbook panel or roundtable.

Chair

The chair manages and facilitates panels or roundtables. Before the conference, the chair contacts the participants to encourage the sharing of materials and informs participants how long they have to present their slides (e.g., 12 or 15 minutes depending on the number of papers). During the panel, the chair ensures the sessions start and finish on time. The specific time allocations will vary depending on the session format and the number of people presenting. For example, in a 90-minute panel session with four papers, the chair might allocate 12 minutes per presentation and five to 10 minutes for the discussant. This leaves around 30 minutes of discussion, which the chair will facilitate. It is good practice to reserve at least one-third of the time for the audience to engage. The order of presentations should follow the program schedule.

A roundtable will follow a different format, typically involving questions and responses from the chair and participants before opening up to the audience.

For both panels and roundtables, the chair should strive to provide equal opportunities for all participants to speak and present while ensuring the audience members have time to ask questions and engage in discussions.

Finally, all chairs are responsible for facilitating discussion for people participating virtually and in person. ***Chairs will be responsible for setting up Zoom at the start of each panel or roundtable.*** Technology guides for each room will be provided, and chairs can also request

assistance from a student volunteer if issues arise. Chairs should take care to ensure that virtual participants can see and hear the panels and monitor the chat and video for online questions. Explicitly inviting online participants to engage is also welcomed, and encouraged. ***Chairs are responsible for ensuring that people have uploaded their presentations onto the Google Drive/Folder below before the panel starts.***

Discussants

The discussant plays a key role in helping the panel's authors improve their work and in stimulating productive discussions with the audience.

For the panelists, the discussant provides constructive feedback, which involves carefully reading their work and offering written feedback, similar to reviewing manuscripts for a journal. Discussants are advised not to give overly specific feedback to the authors during the panel, as this should be provided in written comments and such level of detail is not useful for prompting discussions. For example, a discussant should avoid saying that the presenter's paper could be improved by clarifying X paragraph on Y page. To help stimulate productive discussions, a discussant should highlight common challenges and themes across the panel's papers and connect those themes with the broader literature, current events, etc.

Presenters

Presenters should be ready to present their work within the time frame set by the chair, usually 10-15 minutes. There is no specific presentation format. If PowerPoint is used, presenters are advised to use minimal slides to convey the key points of their work. If presenting one or more case studies with empirical data, presenters might cover the following with their presentation:

1. The objectives/research question.
2. Why is the work necessary, and what are the contributions
3. The theoretical theory/framework (if used).
4. The methods of analysis.
5. Results.
6. Conclusions/findings.

It is also important to avoid overly wordy slides, an excessive number of slides, small fonts, and jargon.

In-person presenters who intend to use PowerPoint are **strongly encouraged** to upload their PowerPoint files to the [COPPR24 PowerPoint Presentations](#) Google Drive folder. Panel folders can be found under the day on which they are occurring. Uploading PowerPoint files to the Google Drive will cut down on the time needed to transition between presentations. Presenters are additionally encouraged to select easily identifiable file names (e.g., "FirstName_LastName Presentation") to locate their file quicker.

Presenters should share their papers with the chair, discussant, and all panelists **one week before the conference**. If it is shared within a week of the conference, presenters should notify the panel. The discussant is not required to read or provide feedback on any paper shared within a week of the conference.