

## **Guidelines and Timelines for Session Convenors, Co-convenors and Reviewers in:**

### **Storm Surges Congress 2010**

#### **Session Convenors:**

Dear Session Convenor and Co-Convenor

Thank you for agreeing to convene a session at the Storm Surge 2010 Congress in Hamburg. We are planning to have each session run by a team of two more Co-Convenors one from the international one from the regional community.

Please find their names under 'Programme':

<http://meetingorganizer.copernicus.org/SSC2010/sessionprogramme>

In order to assist you to organise your session, please find the relevant guidelines and bullet task description in the following.

#### **Congress Set Up:**

Please recall that the congress will be organised in one single plenary, complemented by a moderated poster market place and one major fieldtrip.

Parallel sessions will be avoided; every participant shall be able to listen to all presentations irrespective of session. Sessions will be run in a sequential set up.

#### **Session Planning:**

- In order to match the GOAL of the meeting to overcome the fragmented views on a global phenomenon:
  - your session needs to provide an overview of the current understanding of the key issues your session addresses, from scientific and user/decision maker perspectives (if applicable)
  - it also needs to highlight the necessary interfaces to the topics addressed in other sessions
- your session conclusions should provide a look forward: i.e. what are the major findings and what are basic and applicable new knowledge needs?
- you should strive for the best possible regional to global and topic coverage

Average duration of individual sessions will range between ca. 1.5 – 3.5 hours subject to the number of abstracts selected. At the end of each session 10-15 minutes discussion will be accommodated.

Please find the **initial draft programme** within the document 'Overview for Convenors'.

## **Presentations**

### **Key Notes**

Up to a max of 2 Key Note Speakers (occasionally they can be identical with convenors, co-convenors) will be asked to give a 20-25 minute talk at the beginning of each session, to set the stage. They will be followed by 5 minutes discussion.

Since we have been asking for presentations and keynotes early, an initial list of key notes presentations is already available. In order to assist you an initial allocation of these presentations to the different sessions has been suggested by the organizers.

This table is provided within the document 'Overview for Convenors'.

### **Regular Presentations**

Regular presentations should be 15 minutes incl. room for 1-2 questions. A final discussion and wrap up will be located at the end of the session.

### **Example for a 2 hour session:**

- 1 keynote (at 25 minutes + 5 minutes discussion)
- 5 speeches (at 12 minutes + 3 minutes discussion)
- 1 wrap up discussion (15 minutes)

Please find the initial calculated time for your session within the document 'Overview for Convenors'.

### **Poster Presentation – the Marketplace**

Posters will be invited to complement the oral presentations and will be organized along the session contents. They will be displayed in a forum hall of the building next to the plenary place.

Lunch breaks will be held there to enable continued contact with the poster authors and their work.

One session will be specifically dedicated to the posters in a "Marketplace" format.

This means posters contributing to one specific session will be introduced and highlights summarized by one of the co-convenors in a 5 minutes presentation. Subsequently participants will have a chance to exchange with the authors face to face.