



Doctoral Workshop Political & Social Sciences

March 28-30, 2022

Two zoom connections have been made available for speakers or discussants who, for justified reasons and with prior notification, are unable to attend the conference in person. The poster session is entirely face-to-face.

Presentations in the Auditorium and in parallel sessions n. 1 have ZOOM 1.	Presentations in parallel sessions n. 2 have ZOOM 2.
Join Zoom (1) Meeting: https://upf-edu.zoom.us/j/88627916015 Meeting ID: 886 2791 6015	Join Zoom (2) Meeting: https://upf-edu.zoom.us/j/85719196519 Meeting ID: 857 1919 6519

CONFERENCE GUIDELINES

Oral presentations

Presenters are free to structure their own presentations within the time allotted (**15 minutes**). Because time is short, we have several recommendations that will help make for a more engaging and effective presentation: (1) begin with a short motivation of the topic and a clear presentation of the central question addressed; (2) in 15 minutes one cannot hope to do a full literature review, provide the main contribution(s) of the research that highlights to the audience what the innovation is; (3) details of the data and estimation strategy (for empirical papers) or the theoretical model (for theoretical papers) can be distracting and time-consuming in a short talk, instead provide an overview of the approach taken with an emphasis on the main assumptions; and, (4) be selective in the results you present, an effective short talk emphasizes one or two core results that the audience should come away with. Those who are interested can read the paper for more details.

Tables and figures should be legible from 5-10 metres away. Do not simply cut and paste tables/figures from the paper in a way that makes them hard to read for the audience. Cramming a lot of information into a small number of slides is distracting. The goal is to convey the main points to the audience so that they know what you did, how you did it and what you found.

All participants

We have allocated **half an hour** for each paper. In order to ensure there is sufficient time for audience feedback and discussion, paper presentation should last no longer than **15 minutes**. The presentation will be followed by 15 minutes of discussion to be distributed as follows: **5 minutes** for the 1st discussant, **5 minutes** for the 2nd speaker and **5 minutes** for the general audience. To assume perfect transition from one presenter to the next, **you need to upload your PowerPoint presentations first thing in the morning, as indicated above.**

Paper presentations will proceed in the order shown on the detailed program. Read the papers in the session before the conference in order to facilitate and/or stimulate a discussion at the end of the session. **They will be available in ‘aula global’.**

Chairs

The chair introduces the session (welcomes the participants, announces the papers to be presented, gives the floor to the participants and discussants, and closes the session). The principal challenge for a chair is to enforce time allotments. A presenter that runs over her/his allotted time is using time that belongs to another presenter. Monitor the clock! **Give presenters 5 minutes, 2 minutes, and 1-minute warnings.** Do your best to enforce time limits, and feel free to **interrupt the person who has exceeded his or her time.** Most sessions will naturally have a lively discussion, but be prepared to initiate the question period if the audience is not engaged. Do not ask presenters to respond to the discussant(s) comments. Instead, move quickly to an open discussion that involves the audience. Try to ensure that questions and statements from the audience are short and to the point and that people behave in a professional, respectful, and inclusive manner.

Chairs should coordinate with the discussants, reorder the papers in the session if the presenter is arriving late or is not present at the room, and make sure that the presentation is being made through ZOOM (you have to open the power point of the presentation -share screen - using the appropriate zoom) **if there is someone in your session who is participating in online mode** (they are marked in green in the programme).

Posters

The poster session will last one hour. To maximize interaction with conference participants, we have scheduled the poster session to be at the same time and place as our coffee break in the main Hall of Mercè Rodoreda Auditorium. Posters should be hung by 8:30 am Monday, and should be left up through the end of the Conference. Please remove your poster after the Conference. Any posters left up will be discarded.

The secretariat will provide display boards for your poster. We will also provide tape for you to mount your poster to the display board. Each display board has two sides and there will be one poster per side. Each side will be marked with a number. You can mount your poster in any space available upon your arrival to the hall. The display board for the posters are 2 metre and 1 metre tall. You are welcome to bring smaller posters. Note that there will be a competition for best poster.

As general recommendations: (1) keep text brief, too much detail detracts from the primary message of the text; (2) keep figures simple; (3) convey only one idea per figure, table, or photograph (figures from publications, theses, or dissertations normally do not

make good visuals); (4) charts and graphs should clearly show what you want the audience to see; (5) text and figures should be readable to someone standing at a distance; (6) use appropriate blank space between words, sections, and figures; (7) use appropriate and compatible colours for fonts, backgrounds, graphics, and matting (white backgrounds generally are best for text); (8) simple typefaces are preferable to fancy fonts (bold type may be effective on headings); (9) **poster presenters are encouraged to have a 5 minute talk prepared about their work that they can share with attendees.**

On the day and time assigned for the poster presentation, the authors and the two discussants must be present in person. The authors will present the poster for 5 minutes and the discussants will have the opportunity to ask questions. **It is expected that the poster session will be attended by students and teachers who will be able to ask questions after the two assigned discussants.**

Discussants

Thank you for serving as a discussant! Your primary role is to provide the audience with perspective and insight about the substance and significance of the papers. Discussants should very briefly summarize the individual contributions in the papers and then move on to integrate them and relate them to the state of the science in the topic area addressed by the session. You can do this by highlighting key ideas, identifying key themes across the papers, posing challenging questions, and/or suggesting important directions for future work. In your analysis of individual papers, please note the paper's key contributions and strengths as well as its weaknesses. Critically analyze what the author has done and raise questions about assumptions, methods, and interpretation of findings. Make sure to emphasize the constructive in your comments: effective discussants often advance the ideas in the paper by providing new ideas or perspectives to improve the paper.

It is super important to keep in mind that you only have 5 minutes, so use them well! **Your discussion should highlight major issues only.** Highlight those issues most central to the further development of the paper, rather than idiosyncratic problems. If you want to provide feedback about minor or idiosyncratic issues, please give them to the authors in writing! Remember that the audience has seen only the short presentations, not the full papers. If you are addressing a point that was not clearly presented by the author during the session, please explain the context for your remarks to the audience.

Please consider providing each author with written feedback. Authors appreciate receiving comments and critiques that are presented in an organized and thoughtful manner or a marked-up copy of their manuscript. Your thoughtful feedback will assist the authors in improving their work.

In presenting your discussion, please stay within the allotted time (5 minutes). It is important for the audience to have the opportunity to ask questions. Please be attentive to the Chair, who sets the time allocations and will be the time-keeper for the session.

Student Poster Competition

The recommended size for the poster is the following: A0 (84,1 x 118,9 cm or 33.1 x 46.8 inches). Each poster should be judged based on organisation (how well is structure employed to organise text and images?); presentation (do graphics and/or use of colour

enhance the message?); clarity (are the arguments contained in the poster coherent and clear?); and, creativity (is the research question creative, original?, can the study answer an interesting question?, is the design creative and original?, is the poster eye-catching?). The message of the poster should be clear and understandable without oral explanation.

Best Poster Awards (Gift Vouchers): 1st award: 150 €; 2nd award: 120 €; 3rd award: 80 €; and 4th award: 50 €.