

Guidelines for authors/speakers, chairs and discussants at the ‘Public Health and the Global Governance of Alcohol’ conference.

Authors/Speakers

- **Written paper**
 - Each author is asked to submit a written paper in advance of the conference.
 - The papers should be submitted to the conference email: kbs-2019@unimelb.edu.au.
 - The papers will be loaded by the organising committee to the conference website: <https://law.unimelb.edu.au/alcohol-globalgov-2019>
 - The papers will be protected by a password and will not be accessible to the general public.
 - Each conference participant will be provided with the password to access the papers. This will facilitate pre-reading of the papers.
 - The length and structure of the paper is a matter for each author. As the conference is inter-disciplinary in nature, we expect that each author will choose a format for their paper which reflects the requirements of the academic outlet to which the author intends to submit the paper for publication.

- **Oral presentation:**
 - Unless otherwise indicated, all presentations will go for 10 minutes. Invited speakers may be provided with more time depending on the format of specific sessions. This will be advised separately prior to the conference.
 - Please make sure you are in the room at least 10 minutes before the session starts and introduce yourself to the chair of the session and your discussant.
 - If you are using PowerPoint, presentations are to be uploaded prior to the session. Details of how to upload presentations will be provided closer to the date. Presentations should be saved as your last name, followed by an abbreviated title.
 - All presenters are required to verbally disclose any financial support and/or conflicts of interests before presenting.
 - Please be considerate of your colleagues and stick to the time limit for the presentation. The chair will provide a 3-minute and 1-minute warning. When the chair indicates your time is up, finish the sentence you have started and close your presentation.
 - Usually, a discussant will discuss two papers on related themes and provide comments. After the discussant's comments, you will have 1-2 minutes to respond.
 - After each discussant and the presenters' responses, there will be time for a questions and comments from the audience.
 - All questions are held until the designated 'questions and comments' portion of the session.
 - Presenters should be aware that attendees of their sessions may take images of their presentation. If you do not wish to have your presentation or research shared via social media, we encourage you to make an announcement at the start of your presentation. The following image can also be used on slides you do not wish to be photographed and shared.



Chairs of sessions

- The chair should confirm that, by at least 10 minutes before the session commences, all speakers and discussants have arrived.
- Please make sure you know the name, place of work and title for the speakers and discussants before the session starts. Introduce each speaker by name, position, affiliation, and presentation title.
- Make sure that speakers have loaded their presentations onto the computer prior to the start of the session.
- In most sessions with paper presentations, each presenter and discussant have a maximum of 10 minutes. You will be provided with cards that show '3 minutes remaining', '1 minute remaining' and 'time is up'. Please use those to signal to the presenter how much time they have left.
- In a four-paper session running a total of 90 minutes, the first two papers, the commentary on them, and further general discussion after the commentary should be completed by 45 minutes into the session.
- Please do not allow your sessions to overrun. Sessions should not be extended into the breaks. A polite statement is: 'If you want to talk further please find the person during the breaks.'

Discussants

- Please confirm the session in which you are a discussant when you arrive at the conference, as occasionally assignments and times are rearranged at the last minute.
- Review the papers uploaded on the website and prepare comments.
- Take time before the session to make sure your comments (on both papers) will take a total of no longer than 10 minutes.
- Make sure you arrive at least 10 minutes before the session starts to introduce yourself to the chair and presenters and to check your comments.
- The main role of the discussant is to identify comparative or contrasting themes in the two presentations and raise questions to open the discussion. Constructive comments will be helpful to authors in improving papers before they are submitted to journals and will enhance the quality of the discussion.
- You may wish to use Powerpoints to support your commentary.
- It is appreciated if you can email your slides and any additional comments to the speakers after the session.