

Terms of reference for Panel Members participating in the National Science Week pre-CHOGM science and technology symposium at Mbarara University of Science and Technology, 13 to 15 September, 2007

21 June, 2007.

The following gives general guidelines to panel members participating in this pre-CHOGM S&T symposium. The guidelines are intended to assist panel members as they prepare their interventions for the panels.

Each panel comprises two equal components:

- Presentations from the members of the panel,
- A question and answer session between the floor and the panel members.

The duration of each panel will be between 1.5 and 2 hours. The duration of individual panel members' interventions, indicated below, is such that the total duration of presentations should not exceed one hour, allowing at least 30 minutes for questions and answers.

We have four categories of panel members and in your invitation to participate you will be advised of the category to which you belong. Not all panels necessarily have the same structure.

1. Chairpersons
2. Speakers
3. Panellists
4. Discussants

The role of each differs as follows:

Chairpersons

The role of the chairperson should include acting as the point of contact between the organising committee and the panel before, during and after the symposium. The chairperson will coordinate the preparation and thematic synergy or presentations, the **timely delivery** of panel members' presentations, and animate a lively and well organised Q&A session, in which both questions and answers are succinct. The organisers place significant emphasis on the need for good time keeping and expect the Chairperson to adhere rigorously to the organisers' timetable for the symposium. The Chairperson will also be asked to assist the organising committee in collating panel presentations for a book of abstracts prior to the event, and for the final symposium proceedings, to be published after the event.

The Chairperson should be given considerable freedom to arrange and coordinate the panel presentations, and the Q&A session. The Chairperson should, within reason, adjust the length of panel members' presentations according to the time allocated for a panel, but should allow no less than 30 minutes for questions and answers from the floor, and ideally equal weight

should be given to the interventions from the panel and questions from the floor. Chairpersons will be advised of the allocated time for their panel.

Speakers

Panels have one “speaker” each whose role is to give a key presentation on the theme of the panel from a perspective that goes beyond Uganda and the East African region, so that issues from an Africa-wide or even global perspective are ably addressed. The speaker might therefore be expected to draw upon a wider range of international experience and resources than panellists. A speaker’s presentation should be timed to last **not more than 20 minutes**. The Chairperson should **rigorously enforce time keeping** during the presentations.

Panellists

Each panel will have two to four panellists whose role is to provide a **brief presentation** on the theme of the panel, like the speaker, but from the narrower perspective of their own country, organisation, or in his/her own personal speciality and experience. In this way, the panellists’ contributions will synergise with that of the speaker, although panellists’ perspectives may differ from those presented by the panel’s speaker. Each panellist’s presentation should last for **not more than 12 minutes**. Time keeping will be rigorously enforced to respect the importance attached by the organisers to interventions from the floor.

The model for Panel two, convened by the British Council differs. Here, panellists create a discussion forum to examine the key speaker’s intervention. In this case, the role of the discussant is redundant.

Discussants

The role of the discussant is distinct from that of the speaker and the panellists. The discussant’s role is to present a **brief** summary of the speaker’s and the panellists’ presentations, drawing upon personal expertise as required. The discussant would not be expected to have a previously prepared presentation, unless is based on foresight of the speaker’s and panellists’ presentations, but should be able to present a more-or-less *ad hoc* review, leading to the formulation of a position statement for each panel. The discussant’s wrap up should **not last more than 12 minutes**.