



## Sustainable Consumption and Production Conference 2023 – Wageningen Campus, The Netherlands

This document contains instructions for Presenters and Session Chairs

### 1. Instructions for Authors/Presenters

#### *Papers*

SCP23 provides the opportunity for participants to upload full conference papers to a repository before the conference<sup>1</sup>. Available papers will be flagged in the program so that delegates can read these papers in advance, come prepared for the presentations, and connect with the authors to share their questions and thoughts. No formal requirements exist regarding the formatting or length of conference papers. A dedicated website for the SCP23 conference is available at the Open Science Foundation repository at <https://osf.io/meetings/SCP23><sup>2</sup>. Here, authors can **upload** their **papers** until **June 19**. After that date, we will add links to uploaded papers in the program. This will allow conference participants to read full conference papers before attending the presentations.

The SCP23 organizers have approached journals in the field to solicit opportunities for special issues and paper submissions emerging from the conference. A list of journals that have expressed interest in reviewing special issue proposals on topics within the conference themes is published on the conference website. We invite colleagues interested in curating and guest editing a special issue to approach the journal editors with their ideas.

Confirmed special issues on SCP23 conference themes will be advertised on the conference website. The conference organizers will also promote these publication opportunities in the regular conference communication.

#### *Presentations*

To maximize the opportunity for discussion at the conference, each speaker will be allocated **ten** minutes for a **formal presentation**, followed by **five** minutes of **Q&A**. Presentations should stress the main ideas of the paper and authors should presume that participants in the session have read the abstract and possibly the full paper as well. After the formal

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<sup>1</sup> Technically, uploaded papers to an OSF repository are considered pre-prints. For more information on OSF preprint publications see here: <https://help.osf.io/article/230-preprint-faqs>

<sup>2</sup> For more information on OSF Meetings see here: <https://help.osf.io/article/397-osf-meetings>

presentations, the session chair will initiate a general discussion (see below).

Each room will be equipped with a laptop, a projector, and a screen. Presenters will receive a link to a Google folder where they will be asked to **upload** their **presentation** slide decks or other digital materials they wish to share. Please note that we accept presentations in PowerPoint, but we cannot play documents in keynote format (Apple). The **deadline** to have these materials uploaded is **July 4 (noon)**.

The sessions allow for a hybrid format, which means that sessions integrate presentations that will take place both face-to-face on the Wageningen campus and online. If you are presenting online, it is important to ensure that you have a reliable internet connection on the day of your presentation and that you meet the technical requirements of the platform. For further information on the technical requirements, please refer to the online platform guide.

### *Posters*

For optimal readability, the poster should be printed in size A0, and any crucial information should be easily readable from a distance of about 3 meters. The title should be short and attention-grabbing, and the text should be concise, with a word count of about 300 to 800 words. To make the poster easy to read, use bullets, numbering, and headlines, and ensure a consistent and clean layout with effective use of graphics, colour, and fonts. Finally, please remember to include acknowledgements, your name, and institutional affiliation on the poster. These guidelines will help ensure that your poster is visually appealing, informative, and easy to read, and will allow conference attendees to engage with your research in a meaningful way.

The posters will be presented during the coffee breaks at the conference on Thursday, July 6th, and on Friday, July 7th. The organising team will communicate the time slots directly to the authors and publish them on our website.

Finally, a dedicated website for the SCP23 conference is available at the Open Science Foundation repository at <https://osf.io/meetings/SCP23><sup>3</sup>. The **deadline** to **upload** your **poster** to the designated platform is **June 19th**, although **it is optional** to do so.

## **2. Instructions for the Session Chairs**

Thank you for agreeing to contribute to the conference as a chair and for your service to our community.

Each session will be 75 minutes long, and most sessions will have up to five presentations (on-site and online).

### **→ Before the conference**

Please check the presentations allocated to your session. If, as session chair, you would like to suggest a change in the sequence of the presentations, please communicate this information to [contact@scp-conference-2023.com](mailto:contact@scp-conference-2023.com) no later than 15 June 2023. Please read at least the abstracts of the presentations allocated to the session and contact the authors to coordinate the session flow.

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<sup>3</sup> For more information on OSF Meetings see here: <https://help.osf.io/article/397-osf-meetings>

We ask all presenters to have their presentations uploaded no later than July 4, 2023 (afternoon). We kindly ask you as the session chair to check if all presenters have uploaded their materials on time and contact them should their contributions not be in the folder after the deadline has passed.

→ *Chairing a session*

Please come 10 minutes before the start of the session to the indicated session room.

Each room will be equipped with a laptop, a projector, and a screen. Support staff will be available for technical issues regarding hybridity, and one volunteer will assist with communicating with the online participants and keeping track of the presentations timing.

The chair should:

- introduce him/herself and explain the timing system to the audience.
- welcome participants and presenters.
- have a strict look at keeping time.
- be mindful of the Q&A time limits!

Presenters are allocated a maximum of ten minutes for a formal presentation which is followed by a discussion of a maximum of five minutes. It is important to adhere to the predetermined schedule for each session to prevent delays that may affect other parallel sessions. As participants often move between sessions to attend specific presentations, it is crucial to keep the sessions synchronized as closely as possible. To achieve this, the organizers provide timely warnings and timing cards (with intervals of 3 minutes, 1 minute, and stop) that the chair should use. After 10 minutes, the chair should interrupt the presenter and initiate a discussion on the presentation which must not be longer than 4-5 minutes.

If, at the end of the session, some time is left, the remaining time might be allocated to a general discussion among the speakers and other session participants. The chair might initiate a discussion by distilling the common themes, highlighting salient differences, and/or posing some provocative questions to the presenters and other session participants.

In the unexpected event that a presenter is absent, invite the following presenter of the session to give his/her presentation.