

## **Adaptation conference 29-31 August 2012 – Helsinki – Rantapuisto**

### **Guidelines for rapporteurs**

- Please report the sessions assigned to you (see table below)
- You can swap sessions with another rapporteur, if the concerned rapporteur explicitly affirmed that swap and no other time or task conflicts occur (this is to be checked with the co-chair who coordinates rapporteur slots – Adriaan Perrels)
- For each session report:
  - start with a heading indicating session number and title
  - for each presentation: name of presenter(s) and title
  - start for each presentation summary on a new page
- Try to summarize *briefly* the main lines of argument as well as the project results and conclusions. This can be just like a not too long bullet list. When relevant, you can notify links with the aspects brought forward in the PhD Students' opening statements at the Tuesday Opening plenary. All details, schemes, etc. can be later on checked from the presentation slides.
- Most important is to summarize the issues discussed during the 'time for questions' (as this cannot be found back in the slides)
- You are requested to provide the session reports as Word documents. All reported sessions of the same rapporteur can be put in one document ('rapporteur\_name\_session\_numbers')
- It is assumed you have an own laptop available. Please notify us in time, in case you cannot bring your own laptop
- Make sure the laptop's battery is charged when you start reporting

### **Link between session reporting and closing session presentation**

- Obviously the session reports help to prepare for the concluding feedback presentation of 2 PhD Workshop participants in the Closing session
- For this reason it is recommendable to arrange a first get-together among the rapporteurs e.g. at Friday morning before the Conference starts and another one during Friday lunch time.
- At the latest by the end of the Friday lunch the chair of the Closing session (Tim Carter) needs to know who will present, but preferably this is decided earlier.
- Various session assistants may make session notes as well. Rapporteurs can of course make use of the notes of the assistants (or others) when preparing a synthesis for the closing plenary.
- (reminder) In the PhD Workshop programme was stated: "It is advised to somehow link the opening and closing presentations (of the PhD students). This can be helpful with respect to finding a common structure in presenting as well in session reporting (for which angles mentioned in the opening session statements of the Workshop participants can provide checkpoints)."

## Session rapporteur allocation

	Yuang Zheng	Athanasios Votsis	Eivind Junker	Michael Laiho	Hector Guinea Barrientos	Patrick Driscoll	Anja Wejs	Tommy Chan	Karoliina Pilli-Sihvola	Jussi Ylhäisi	Karen Lundgren	Väinö Nurmi	Jiao Xi	Hans-Paul Velema
<b>Monday 29.8</b>														
plenary 1 (opening)		X												
session 1.1														X
session 1.2										X				
session 1.3												X		
session 1.4						X								
session 1.5	X													
lunch														
plenary 2				X										
session 2.1														X
session 2.2			X											
session 2.3					X									
session 2.4											X			
session 2.5													X	
<b>Thursday 30.8</b>														
plenary 3									X					
session 3.1			X											
session 3.2		X												
session 3.3								X						
session 3.4												X		
session 3.5							X							
lunch														
plenary panel 1						X	X							
session 4.1	X													
session 4.2											X			
session 4.3					X									
session 4.4									X					
session 4.5													X	
<b>Friday 31.8</b>														
plenary 4													X	
session 5.1							X							
session 5.2								X						
session 5.3									X					
session 5.4											X			
session 5.5										X				
lunch														
plenary panel 2				X										
<b>ER PERSON</b>	2	2	2	2	2	2	3	2	3	2	3	2	3	2