

International Conference on Integrated Systems Research for Sustainable Intensification in Smallholder Agriculture

Guidelines for parallel session leaders

1. **ALL PARALLEL SESSIONS LEADERS** are invited to a short (max 1 h) **meeting March 2 at 6pm (venue TBC) together with the Conference Facilitator Juergen Hagman** to discuss and agree on the parallel session process and the reporting. All parallel sessions will get the chance to briefly present their key messages (**2 ppt slides**) in the Recap session the following morning.
2. Two leaders have been appointed for each parallel session. One of you will serve as chair of the session and the other being the rapporteur. Please discuss and agree on your roles and send an email to Willemien (W.Brooijmans@cgiar.org) and Ingrid (i.oborn@cgiar.org).
3. In the sessions 20 minutes are scheduled for each presentation; 12-15 minutes for the oral presentation followed by 5-8 minutes for Q/A. By the end of each session there will be 30 minutes for General Discussion. Each session should produce some key-messages to be communicated in the Recap the following day and included in the Conference synthesis report.

Guidelines for parallel session presenters

1. Parallel session presenters will have 12-15 minutes for the oral presentation followed by 5-8 minutes for Q/A, in total 20 minutes is allocated for your topic.